The Mountie
1995-1996

West Virginia University Libraries
3 0802 101949112 4

West Virginia University
Student Handbook

W
378.754
W52mo
1995-1996

"The Eberly College of Arts and Sciences, named in 1993 to commemorate the generosity of the Eberly family, is the largest college in the University. It is currently celebrating its centennial (100th anniversary). The college provides 90% of the courses which fulfill the liberal studies expectations of all West Virginia University students. Practical education is offered to those who pursue a degree in one of forty-eight undergraduate and graduate degree programs of the Eberly College. The liberal and practical education offered here traditionally followed a solid diet of textbook, chalkboard, and lecture learning. These days you also get to sample a wide variety of new goodies in the classroom: interactive laserdisc technology, multi-media presentations, and computer simulated experiments to name just a few. The Eberly College, which prides itself on continual updating of programs as new methods and technologies become available, is vast and varied. To see a list of majors, turn to page 9.

West Virginia University
EBERLY COLLEGE OF ARTS AND SCIENCES

THE MUMTIE

Rob Dew '88

Contents

Absence 6
Academic Computing 6
Academic Programs 6
Academic Rights and Responsibilities 6
Academic Support Services 6
Add/Drop Period 6
Administration 7
Admissions and Records 7
Advising 7
Affirmative Action 7
Africana Studies Program Undergraduate Certificate 7
Agriculture and Forestry 8
AIDS 8, 82
Alcohol 8
Alcoholism 8
All Nighter 8
Alma Mater 43
Alumni 8
Appeals 9
Aboretum 9
Art 9
Arts & Entertainment Board 9
Arts and Sciences, Eberly College of 9
Athletics 9
Attorney for Students 10, 38
Audit 10
A-V Library 10
Balloon Festival 10
Band 10
Banking 10, 14
Banners 10
Bicycles 10
Birth Control 11, 20
Bisexual, Gay and Lesbian Mountaineers 11
Board of Governors 11, 34
Books 11
Box Office 11
Branches 11
Bursar 11
Buses 11, 40
Business and Economics 11
CAC Calendar of Events 12
Calendar 12, 84
Calliope 12
Campuses 12
Career Services Center 12
Carruth Center for Counseling and Psychological Services 12
Cars 12
Cashiers' Office 12
Catalog, University 13
Center for Black Culture and Research 13
Center on Aging 13
Changing 13
Cheating 13
Check Cashing 14, 82
Choir 14, 25
Cluster 14
Code of Students Rights and Responsibilities 14, 46
Coliseum 14
COMER 14
Commencement 14, 19
Common Ground Forum 14
Community Service 14,36,38
Committees 14
Commuting Students 14, 37
Computing Facilities 6, 14
Concert 10, 11, 14, 31
Conduct 14, 46, 61
Copy Center 14
Counseling and Psychological Services 12, 14
Craft Center 15, 33
Creative Arts 15
Credit Cards 15
Crime Prevention 15
Daily Athenaeum 15
Day Care 15
Days of Special Concern 15
Dead Week 15, 22
Dean's List 15
December Graduates Convocation 15
Degrees 15
Dental Services 15
Dentistry 15
Directory 15
Disability Services 16
Disciplinary Procedures 16
Discrimination 16
Dominion Post 16
Dorm 16, 28, 70
Driver's Licenses 16
Dropping a Course 6, 16, 38
Drug Treatment 16, 37
Due Process 16
Elizabeth Moore Hall 16
Emergency 16
Emergency Loans 16
Emergency Phones 16
Employment 17
Engineering 17
Erickson Alumni Center 17
Evansdale Residential Complex 17
Expulsion 17
Extension Service 17
Eyes and 'Eers 17
Faculty 17
Fake ID 18
Family Educational Rights and Privacy Act 18, 68
Fees 18
Film Series 18, 32
Finals 18
Financial Aid 18, 83
Fireside Chats 18
Food 18
Foundation, Student 18
Fraternities 18, 34
Free Speech Activities 18
Freshmen 19
Full-Time 19
Gallery Series 19, 32
Gay and Lesbian Mountaineers 11, 19
General Studies 19
GPA 19
Grades 19
Graduate Assistantships 19
Graduation 19
Grumbein's Island 19
Health Sciences Administration 20
Health Service 20
Help 20
Help Center 20
High Street 20
Honoraries 20, 35
Honors Program 20
Housing 21, 38
Human Resources and Education 21
ID Cards 21
Insurance 21
International Student Office 21, 37
Intramural Sports 21, 33
Jobs 17, 21
Journalism 21
Judicial Board 21, 34
Judicial Programs 21, 38
Juniors 21
Know-It-All 22
Lair 22
Last Week of Classes 15, 22
Law 22
Learning Centers 22
Leases 22
Leave of Absence 22
Lecture Series 22, 32
Legal Counseling 10, 22, 38
Liability Insurance 22
Libraries 23, 75
Local Students 23, 37
Lost and Found 23
Lyon, Harriet 23
Mail 23, 26
Maps, Campus 86, 87
Math Learning Center 23
Math Workshop 23
Medicine 23
Memorial Plaza 24
Mid-Term 24
Mineral and Energy Resources (COMER) 14, 24
Monticola 24
Moses, Dean 24
Mountaineer 24
Mountaineer Field 24
Mountaineer JobsLine 24
Mountaineer Week 24
Mountainlair 24
Mountie 25
Movies 11, 25, 32
Music 25
Natatorium 25, 32
National Student Exchange Program 25, 37
Non-Traditional Students 25, 38
Notary Public 25
Nursing 25
OASIS 25, 38
Off-Campus Housing 25, 38
Orchestra 25
Organizations 25, 34
Orientation 25, 37
Outdoor Recreation Center 25, 32
Parking 12, 26
PASSKEY 26
Passports 26
Performing Arts 26
Personal Rapid Transit 26
Pharmacy 26
Physical Education 26

Police 26
Policies, Rules and Regulations 26, 46
Postal Service 26
President's 4.00 List 26
Probation/Academic 26
PRT 26
PRT Cram 27
Publications, Student 12, 15, 24, 27
Public Safety 27
Questions 27
RA 27
Radio Station 27, 33
Reading Lab 27, 39
Records 27
Recreation 27
Refunds 27
Registration 28
Religion 28
Representing the University 28
Residence Hall Association 28
Residence Halls 28, 70
Residence Life 29
Restriction 29
Rhodes Scholars 29
ROTC 29
Safety/Security 29
Scholars Program 29
School Colors 29
Senior 29
Service-Learning Programs 29
Sexual Assault Prevention and Education 30
Sexual Harassment 30, 78
Sexually Transmitted Diseases 30
Shell Building 30, 33
Shoplifting 30
SIGI-PLUS 30
Slang 30
Smoking Policy 30
Social Justice 31
Social Work 31
Solicitation 31
Songs 43
Sophomore 31
Sororities 31, 35
Speaker Policy and Open Forum 18, 31
Speech and Hearing Center 31
Sports Clubs 31, 36
Stansbury Hall 31
Staying at WVU 31
Steps 31
Student Activities 31-37
Student Administration 5, 34, 37
Student Administration Organizational Chart 46
Student Affairs 37
Student Assistance Program 37
Student Foundation 37
Student Health 37
Student Life 37
Student Organizations 38
Students Rights and Responsibilities 38, 46
Student Support Services 38
Study Abroad 38
Study Skills Center 39
Studying 39
Syllabus 39
Telephone 39
Theatre 39
Tickets 11, 39
Towers Complex 17, 40
Trademarks 40
Traditions 40
Transcripts 40
Transferring 40
Transient Student 40
Transportation 40
Trespassing 41
Tuition 41
Tutoring 41
U92 (WWVU-FM) 33, 41
Undecided Major 19, 41
Undergraduate Academic Services Center 41
University Art Series 31, 41
Ultramontane 41
Upperclassmen 41
University Organizational Chart 44, 45
Volunteering 29, 36, 38, 41
Voting 41
Weekend of Honors 42
West Virginia University 42
Withdrawing from WVU 38, 42
Women's Studies 42
Woodburn Circle 42
Work-Study 18, 42
Writing Center 42
WWVU-FM (U-92) 33, 42
X 42
Xerography 42
Zip Code 42

West Virginia University is an Affirmative Action/Equal Opportunity Institution. The University does not discriminate on the basis of age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation, veteran status, or in the administration of any of its educational programs, activities, or with respect to admission or employment. The University neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation, veteran status as defined by the applicable laws and regulation. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University's Equal Opportunity Policy/Affirmative Action Plan. Inquiries regarding the University's non-discrimination policy may be directed to the Director of AA/EO Programs, West Virginia University, B1 Stewart Hall, P.O. Box 6202, Morgantown, WV 26506, Phone (304) 293-5496.

Dean of Student Life Welcome

Dear Students:

It is a pleasure to welcome you to West Virginia University. At the beginning of this very important time in your life, we wish you all the best. Enjoy your WVU days, and make the most of them.

I hope you will take a few minutes to look through this Student Handbook for information that can make your student experience a little smoother. In a place as big as West Virginia University, it is important to know how things operate, and where to go when you have questions or need information. This Handbook provides a very important starting point.

Again, all the best for a successful Mountaineer experience.

Sincerely,
Herman L. Moses
Dean of Student Life

Student Administration

Fellow Mountaineers:

Welcome to West Virginia University—the most exciting time of your life. You are about to embark upon an experience which will be one of the most intriguing and challenging of you entire life.

You will encounter experiences and discover challenges which will help you to grow as a person. Your learning opportunities will not be confined to the classrooms and laboratories of our buildings, but will include chances to interact with many people from different walks of life, states, and nations. Your college experience will be filled with many enriching engagements.

There are countless activities, clubs and organizations with which to get involved while on campus at WVU. Interaction with your fellow students, as well as faculty, staff, and administrators will help to integrate you into college life. Involvement will allow you to gain the most from your college years and add to your understanding of your classroom learning. You may even learn as much from your fellow Mountaineers as you will from your textbooks and lectures.

We, your Student Administration President and Vice-President, decided that we wanted to become involved. We urge you to do the same. We have been involved in a variety of campus organizations and activities throughout our three years here at WVU. This year, we have been fortunate enough to be elected to represent you and our fellow Mountaineers. We will do our best to inform the university, the city, and the state of our needs as students. Among other things, Student Administration works to see that we: are better served in our housing needs, improve our services in the area of campus safety, better our academic reputation, form ties that bond our students socially and move our campus appropriately into the next decade.

If you have any suggestions or concerns, please do not hesitate to contact us. The number in the S.A. President's office is 293-4403. The Vice-President's Office number is 293-3814. Our main goal is to make life better for all students at West Virginia University.

Good luck to you in the upcoming school year and all those that follow. We encourage you to approach all of your activities with great enthusiasm. Remember that above all else, that WVU is here to provide you with the best education possible. Take full advantage of all of your educational and social opportunities. Take pride in being a Mountaineer and demonstrate that pride through outstanding achievements in the classroom and in life. Best of luck in the coming school year!

Sincerely,
Pat Esposito and Jason Ross

A

Absence

"Makes the heart grow fonder . . ." (May apply to parents, but almost never to instructors!) How well you do in a class is almost always directly proportional to how much you attend the class. Even if you are a superior intellect, it is very hard to cut class and still do well. Class attendance has lots of other merits including class discussion, interaction and opportunities to ask questions. Missing a class is missing an opportunity to learn. It is usually easier to learn in class than to try to catch up on the material by yourself.

Class attendance is taken by some faculty. If you miss a class during the first week of the semester, an instructor has the right to delete you from the roster. If you have to miss a class because of illness, authorized University activities, or other reasons approved by the Dean of your school, you will have the opportunity to make up regularly scheduled examinations. You should let your professor know you'll be absent ahead of time whenever possible.

Academic Computing 293-2900

The office of Academic Computing currently administers and operates two public computing sites located in the ground floors of the Evansdale Library and the Mountainlair. These labs are generally open every day including weekends. Schedules will vary during the holidays. Both labs were recently renovated and expanded to include 105 networked 486-based microcomputers, workstations for the physically challenged, and high-speed laser printers. Currently supported software includes WordPerfect, Lotus 123, Harvard Graphics, SAS, Freelance, Internet access, and E-Mail capabilities.

Academic Programs

Here's a list of the schools and colleges within the University. WVU is a research land-grant university, which means there are lots of colleges, schools and majors from which to choose:

Agriculture and Forestry
Arts and Sciences
Business and Economics
Creative Arts
Dentistry
Engineering
Human Resources and Education
Journalism
Law
Medicine
Mineral and Energy Resources
Nursing
Pharmacy
Physical Education
Social Work

Within these colleges and schools, bachelor's, master's, doctoral and professional degrees are conferred in 173 majors. With all these options, it's not unusual for a student to change his or her major two or three times.

Academic Rights and Responsibilities

See Appendix C. See Appendix C run. Run, Appendix C, run! Seriously, rights and responsibilities are important, so it's a good idea to check them out. You have a right to know your rights.

Academic Support Services

Contrary to popular belief, professors and staff are not anxious to see you earn a grade point average so low that when you square it, it gets smaller. That's why there are lots of support services available. See "Academic Survival Kit", "Math Learning Center", "Study Skills Center", "Learning Centers", "Writing Center" and "Tutoring."

Add/Drop Period

Friday of the first week of each semester is the last day to add a class (August 25, 1995 and January 12, 1996 for this academic year.) To add a class you need a signed course adjustment form from your adviser and a pink permit card from the course's instructor or department.

Friday of the first week is also the last day to drop a class without receiving a "W" for "withdrawal" on your record. The last day to drop a class with a "W" record is just after mid-semester (October 27, 1995 and March 22, 1996.) Deadlines for dropping a course are published in the schedule of courses each semester and in the Residence Life publication, Eyes and 'Eers.

Administration

A list of University V.I.P.s, (including the University President and Cabinet, Deans, Directors, and Distinguished Professors) is available in the University Catalog for your reading pleasure. An organization chart is on page 44.

Admissions and Records 293-2121

The main office for Admissions and Records is located behind Colson Hall on the Downtown Campus. There's also a branch office for Admissions and Records at the Health Sciences Center. For Admissions and Records information related to the Health Sciences call 293-3521. Admissions and Records folks are responsible for recruiting students, admission services, course registration, scheduling, student billing, and records/transcripts. If you are a new freshman or transfer student, you are required to provide this office with proof of measles and rubella immunization.

Advising

Although the University dropped its policy of "in loco parentis" ("in place of the parents") in the sixties, there are still plenty of people around to help you decide what to do. One of these people is your adviser, and you would do well to listen because he/she can help you with your class selections as well as evaluate your career interests and strengths. Advisers look like real people, but they turn into really good sounding boards when you need to bounce an idea off someone.

The Undergraduate Academic Services Center (293-5805), is located in the Student Services Center beside the Mountainlair Book Store, has advisers for all lower division students in general studies, pre-professional programs, and most "pre" programs for departments in Arts & Sciences. Those of you who are not in general studies, a pre-professional program or a pre-program for Arts and Sciences will find your adviser in the specific department where you plan to major; for example, if you are majoring in mechanical engineering your adviser will be in the Engineering Sciences Building.

Academic advisers will not make decisions for you. They will help you identify your options and alternatives and suggest decision-making strategies, but their primary goal is to help you become self-sufficient and self-confident in academic and personal decision making.

Gourmet Advising Tips:

- *— Show up on time for your reservation. If you decide you're not hungry, call to change your reservation time.*
- *— Have an idea of what you want to order before you're seated. Look over the menu before you go in.*
- *— If you don't understand an item that's on the menu, don't be embarrassed to ask the waiter to explain it.*
- *— Always use a No. 2 fork.*
- *— Don't order more than you can eat.*

Affirmative Action 293-5496

West Virginia University is an affirmative action/equal opportunity institution. The University does not discriminate on the basis of age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation, or veteran status in the administration of any of its educational programs or activities or with respect to admission and employment. The University neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation, or veteran status as defined by the applicable laws and regulations.

Further, faculty, staff, students and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University's Affirmative Action Plan. Inquiries regarding the University's non-discrimination policy may be directed to the Director of Affirmative Action, West Virginia University.

The University's Affirmative Action Plan is available in the main Libraries and in the AA/EO Office. For information on filing complaints based upon harassment or discrimination contact the AA/EO office. See Appendix G for filing complaints regarding sexual harassment.

The Africana Studies Program Undergraduate Certificate 293-7029

The Africana Studies Program is devoted to the study of the history and culture of African people in the United States, the Caribbean, and Africa. It seeks to explore the African world experience from an African Centered rather than a eurocentric perspective, illuminating the contributions of African people to world culture. The Africana Studies Program strives to correct the historical record of African people's contribution to world civilization.

The primary objective of the Africana Studies Program is to provide students with a comprehensive program of study on the African world experience which enhances

their understanding of African and African American culture and life.

Students from all cultural, social, and religious backgrounds are exposed to academic experience beyond those found in traditional college curricula. The Africana Studies Program is coordinated by the Center for Black Culture and Research. For more information contact the ASP secretary, Penny Kennedy at the Center for Black Culture and Research, 590 Spruce Street.

Agriculture and Forestry, College of 293-2395

The college of Agriculture and Forestry is administratively divided in five divisions: Animal and Veterinary Sciences, Family Resources, Forestry, Plant and Soil Sciences, and Resource Management. Majors within the College include:

Agricultural Education
Agricultural & Resource Economics
Agronomy
Animal and Veterinary Sciences
Basic Sciences
Child Development and Family Studies
Environmental Protection
Forest Resource Management
Home Economics Education
Horticulture
Human Nutrition and Foods
Interior Design
Landscape Architecture
Recreation and Parks Management
Resource Management
Textiles, Clothing and Fashion Merchandising
Wildlife and Fisheries Resources
Wood Industries

AIDS

AIDS/HIV prevention and sexual awareness programs are offered by staff specializing in these areas in the Student Health Service. For information about AIDS, and other sexually transmitted diseases, testing, confidential counseling, local resources, and volunteer opportunities or to schedule a program for your residence hall floor or student organization, call the Health Service at 293-2311, ext. 1.
See "Appendix I."

Alcohol

Alcohol continues to be the number one drug of choice on college campuses, nationally. West Virginia University is not exempt from this statistic. The drinking age in West Virginia is 21. The bars and stores in Morgantown are legally bound to "card." No beer or alcohol of any sort is permitted in residence halls or in other WVU buildings (except for beer in the Side Pocket Pub in the Mountainlair) and this is strictly enforced. Morgantown has a tough drinking and drugging law; for example, no open containers of alcohol are allowed in public. The University does have an alcohol and drug education/ treatment program. For additional information see "Student Assistance Program."

Alcoholism

A "problem drinker" is someone who does things when they drink that they wouldn't normally do, such as miss class, fight with friends, or spend all their money. Problem drinking can happen the first time you drink or every time you drink. If you, a friend, or a member of your family has a problem with alcohol, there are people who can help. Contact the Student Assistance Program at 293-2311, ext. 1.

All Nighter

Although we wouldn't wish an all nighter on anyone, we know that during your next four years at WVU you may experience one. The key to avoiding all night cram sessions is planning ahead — sounds easy enough, but it works. When writing a paper or studying for a major exam, divide the work up and pace yourself and you won't have to do "all nighters." The key to an "all nighter" unfortunately is lots of coffee, a cold room, and an uncomfortable chair. Most people rarely do it more than once. It is almost impossible to function efficiently the day after an all nighter and research has shown that by disturbing the natural sleep pattern there is some memory loss of material studied.

Alumni 293-4731

At last count, WVU has 120,000 alumni, 55,000 of whom are from West Virginia. They are never more visible than on football Saturdays when they are dressed in Old Gold and Blue from head to toe, with a motorhome in the stadium parking lot that has a flag bearing the WVU logo hoisted high over it.

After the game, they retire to the Erickson Alumni Center near the College of Creative Arts on the Evansdale Campus. The Center has meeting and reception rooms and serves meals. It is the Alumni's home away from home on the WVU campus.

Appeals

If you have either academic or non-academic problems, the best place to start problem solving is at the lowest departmental level. The higher you start, the more likely it is you'll be referred back down. For specific avenues of appeal, see the Code of Student Rights and Responsibilities in Appendix A. For financial aid appeals see Appendix K. For appeals that don't fall within the Code of Student Rights and Responsibilities (for example a complaint against a faculty/staff member or being closed out of a course) document your complaint in writing. Begin at the level where your problem occurs and use the WVU Administrative Chart on pages 44-45 to determine how your appeal should progress. If you are unsure where to start, check with the Office of Student Life.

Arboretum 293-5201

Located on the Evansdale Campus near the Coliseum, the Core Arboretum (named after esteemed WVU botanist Dr. Earl Core) is full of trees indigenous to the Appalachian region. Even if you aren't into indigenous flora and fauna, it has hiking trails, bird walks and is a great place for a picnic, especially in the autumn when the leaves change. Take and friend and enjoy!

Art

An exciting series of student and professional artists, sponsored by the Division of Art, can be seen regularly in the Paul and Laura Mesaros Galleries in the Creative Arts Center. Call the Division of Art Curator at 293-2140 ext. 138 for information on exhibitions, visiting artists, and other art related activities in the Creative Arts Center. In addition, the Grandview Gallery Series exhibits works by WVU students and local artists. The Grandview Gallery is in the Mountainlair. See "Student Activities—Arts and Entertainment Division."

Arts & Entertainment Board

See "Student Activities — Arts and Entertainment Division."

Art & Sciences, Eberly College of 293-4611

The largest college in the University is currently celebrating its centennial (100th) anniversary. Read more about the college on the inside of the front cover. A virtual cornucopia of academic delights, you can major in:

- Anthropology
- Biology
- Chemistry
- Communication Studies
- Computer Science
- Economics
- English
- Foreign Languages
- Geography
- Geology
- History
- Interdepartmental Studies
  - Art History
  - Dance and Liberal Studies
  - Individualized Studies
  - International Studies
  - Liberal Arts
  - Music
  - Religious Studies
  - Slavic Studies
  - Social Studies
  - Theatre
- Mathematics
- Philosophy
- Physics
- Political Science
- Psychology
- Public Administration
- Sociology and Anthropology
- Statistics

Arts and Sciences advisers can be found on the second floor of the Student Services Center or in the academic departments.

Athletics 293-5621

Whether it's the excitement of a football game at Mountaineer Field, the enthusiasm of a basketball game at the Coliseum or the determination of the rifle team in the Shell Building rifle range, WVU is well-represented by its 19 varsity athletic programs.

On autumn Saturdays, there is no more exciting place to be than Mountaineer Field. West Virginia football played for the national title two years ago in the Sugar Bowl, winning the Big East Championship after an 11-0 regular season. The Mountaineer men's basketball program has enjoyed the same type of success, gaining national attention as one of the top teams annually in the Atlantic 10; the exciting Coliseum atmosphere has given WVU a home-court advantage that has helped the Mountaineers win 80% of its home games over the last five years.

The Mountaineer women's basketball team has been among the best in the Atlantic 10 and has received national attention as well. The rifle team has won six of the last seven NCAA national championships. Wrestling has two Eastern Wrestling League championships and has become a fixture in the Top 20 rankings.

Gymnastics, an annual fixture in the national ratings, swimming, volleyball, soccer and baseball are all perennial regional contenders. Women's and men's track, cross country, women's tennis, gymnastics and swimming have all sent athletes into NCAA and regional competition.

As a student, you are admitted to football and basketball games by showing your full-time ID and PRT cards. Spouse and date

tickets may be purchased separately. Contact the Mountaineer ticket office for more information (293-3541).

To be eligible to participate in athletic events, students must have at least a 1.6 GPA at the end of their first year, a 1.7 GPA by the end of their second year and a 1.9 at the end of their third and fourth years, and at least a 2.0 GPA at graduation.

WVU also has an active intramural program. For more information on intramurals, see "Student Activities — Campus Recreation Division".

Attorney for Students 293-4897

The office of the attorney for students is located in Moore Hall. The attorney is available by appointment to students for legal counseling. The cost for legal assistance is covered by your student fees. See also "Leases" and "Student Life".

Audit 293-2121

If you want to take a class to learn the material but don't want to bother with tests (or grades or credit, for that matter), then you can audit the class. You will be on the class roster and pay the same registration fee, but will receive neither a grade nor credit. "Audit" status is determined when filling out the course registration form and must be determined by the end of the first week of class. If you audit a class one semester and want to retake it later for a grade, you have to wait at least one semester before retaking the course.

A-V Library 293-4019

The Audio-Visual Library is located in Colson Hall and has projectors, overheads, VCRs and other audio-visual treasures which may be used by faculty or by students with faculty approval. *Also, fun video cassettes and other educational films are available for viewing.*

B

Balloon Festival 296-8356

Spectacular event sponsored by BOPARC (the city's Parks and Recreation Commission). Look for the big balloons and a lot of hot air September 14-17. You can arrange rides — they're better than anything in an amusement park.

Band 293-5330 ext. 154

The Mountaineer Marching Band — "The Pride of West Virginia" — has over 300 members and is considered one of the nation's finest university marching bands. The "Pride" is one of the most respected and popular student organizations on campus. Membership is open to any WVU student through audition. Our concert organizations and jazz ensembles are also open to any WVU student. For more information on any of the seven University Bands, please call 293-5330 ext. 154.

Banking

See "Check Cashing."

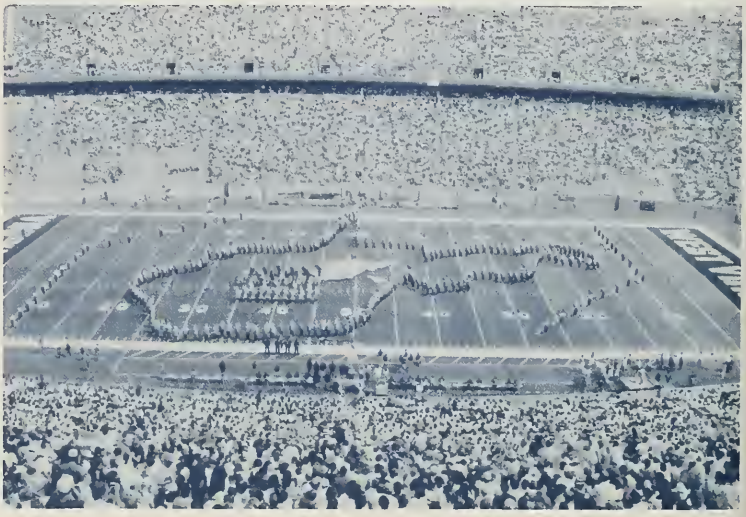
Banners

Banners, posters and stickers that are posted on the campus without administrative approval can be removed and the individual posting them may be subject to a fine. Limited banner space is available in the Main Lobby of the Evansdale Residential Complex and can be reserved by calling 293-2814. Banners can also be displayed above the Mountainlair Food Court by calling the Reservations Office at 293-3250 or 8241.

Bicycles

Bicycles are allowed in University residence halls. Believe it or not, though, bicycles are not allowed inside other University buildings. Gee whiz! What's this world coming to? You'll find bicycle racks, however, outside of some campus buildings so you can ride to class and lock your bike up outside. The City of Morgantown has a law that requires cyclists to wear a helmet when riding a bicycle.

Call your campus police at 293-2677 (COPS) to arrange to have your bike registered...so a thief can't take it for a ride."



Birth Control

See "Health Service."

Bisexual, Gay and Lesbian Mountaineers 293-8200

It's cool, it's fun, it's a one-of-a-kind organization! Bisexual, Gay and Lesbian Mountaineers, or BiGLM (pronounced Bye G-L-M) for short, is a recognized student organization at WVU. BiGLM exists to serve the needs of gay, lesbian and bisexual students, faculty and staff as well as members of the Morgantown community. BiGLM also urges and welcomes heterosexuals who are gay positive and affirmative to join and support the gay community. The group meets every Thursday at 8 p.m. and the location of the meetings is always listed in the Campus Calendar of the *Daily Athenaeum*. BiGLM activities include social events, trips, educational programs, and camaraderie. Whether you're confused about your sexual orientation, just coming out, looking for friends and social interaction, feeling the need to be politically active, or wanting to support the gay community, this organization is for you! Members' names are confidential and privacy is respected, so you can feel safe and at home. Call our office for more information (293-8200).

Board of Governors

See "Student Activities — Student Administration".

Books

There are two bookstores that sell books for students: the WVU Book Store on the downtown campus by the Mountainlair entrance with branches in Brooke Tower, the Law Center and the Health Science Center; and the privately owned Book Exchange on Willey Street, across from White Hall with a branch on the Evansdale Campus on Patteson Drive.

Box Office

The University has two types of box offices and together they sell tickets to a variety of events:

Mountaineer Ticket Office

Sells tickets ONLY to WVU Athletic events.
Location: Coliseum
Phone: 293-3541
Hours: Mon. thru Fri., 8:30 a.m. to 4:15 p.m.

WVU Box Offices

*Sells tickets to **ALL** WVU Arts and Entertainment events, including concerts, performing arts and movies. For more information, see "Office of Student Activities — Arts & Entertainment Division" and "Performing Arts".

CAMPUS OUTLETS:

- Mountainlair Box Office
- Creative Arts Center Box Office
- Box Office hours are Mon.-Fri., 9 a.m. to 6 p.m. For movies, the Mountainlair Box Office opens one hour prior to show time. VISA, MasterCard, checks, money orders and cash are accepted. For movies, only cash is accepted.

OFF-CAMPUS OUTLETS:

- DeVincent's on High Street
- Disc Jockey at the Morgantown Mall
- National Record Mart, Parkersburg, W. Va.
- National Record Mart, Washington, Pa.
- These box offices may also sell tickets to other events in the area that are on the Ticketmaster system.

TICKET DISCOUNTS:

WVU student discounts on tickets are available only at the Mountainlair and Creative Arts Center Box Offices. Movie tickets are available only at the Mountainlair Box Office. For most events, discounts are available for groups of 20 or more. Call 293-8499 for more information or to order.

EVENT INFORMATION:

Movies HOTLINE — 293-3919

- All other events — 293-8499

TICKETS BY PHONE:

Call Ticketmaster at 292-0220. (Open Daily from 9 a.m. to 9 p.m.) VISA, MasterCard, Discover and American Express are accepted.

TICKETS BY MAIL:

Total the ticket order, add a $3 processing fee and make check or money order payable to West Virginia University.
Mail to:
TICKETS
West Virginia University
PO Box 6017
Morgantown, WV 26506-6017

Branches

WVU branches include regional campuses at Potomac State College and WVU at Parkersburg; the Charleston Division of the Robert C. Byrd Health Sciences Center; the Wheeling Division of the School of Medicine; and off-campus graduate centers at Jackson's Mill, Potomac State College, Shepherdstown, West Liberty, and WVU-Parkersburg. WVU also operates extension offices in all 55 counties, the state 4-H camp at Jackson's Mill, and a geology camp in Greenbrier County.

Bursar's Office 293-4006

Located in the basement of Stewart Hall, the Bursar's Office includes Student Accounting Services, (Cashiers' Office and Student Accounts) and the Revenue Reporting Unit.

Buses

See "Transportation."

Business and Economics, College of 293-7900

The College of Business and Economics is the only West Virginia business school accreditied by the American Assembly of Collegiate Schools of Business and one of fewer

than 20 percent of schools nationwide accredited at both the undergraduate and graduate levels. The College is housed in a new building on the downtown campus, offering state-of-the art computer and classroom facilities. Undergraduate programs are offered in Accounting, Finance, Management, Economics, and Marketing. Graduate programs include Industrial and Labor Relations, Business Administration, Economics, and Accounting. The College sponsors a number of seminars during the year to help students learn about the College and find out about career opportunities in the business field. The College's Undergraduate Advising Office is open daily from 8:15 a.m. to 4:45 p.m. Students wanting information about any major, admission requirements, classes, etc., are welcome to stop by on the third floor or call 293-7817 and make an appointment with an advisor.

C

CAC Calendar of Events

An exciting schedule of concerts, exhibitions, and plays are scheduled each semester at the Creative Arts Center. A Calendar of Events is published and available. You may also call the Box Office (293-TIXX) for information about events and activities at the CAC, and read the *Mountaineer Spirit* for coverage of events at the CAC. See also "Arts," "Music," and "Theatre."

Calendar

See Appendix L.

Calendar of Events

Watch for notices in the Daily Athenaeum.

Calliope 293-3107

An annual publication by the English Club featuring works by members of the University community. For information, contact the English Department.

Campuses

WVU consists of the Downtown Campus (which is the oldest, founded in 1867), the Evansdale Campus (which was started in 1961), and the Health Sciences Center Campus. All three campuses are joined by the Personal Rapid Transit, or PRT.

Career Services Center 293-2221

The Center, located in the Mountainlair, has a job placement rate of over 90%. They not only help you find a job, they will help you choose a career that will make you happy. They use up-to-date methods of career selection, including SIGI Plus (System of Interactive Guidance and Information), an interactive computer program. Don't wait until the second semester of your senior year to come here; the Career Services Center can help you from day one. The Career Services Center can also help you find a summer job, part-time job, or internship. Resource material on employers, graduate schools, volunteer experiences, and careers is available.

Carruth Center for Counseling and Psychological Services 293-4431

Located on the third floor of the Student Services building beside the Mountainlair, the CCCPS is staffed by an excellent group of psychologists who can help you with anything from stress to depression to eating disorders to career choices to a simple case of the blues or you can just take a course in yourself! — no problem needed. Call for an appointment. It's free (i.e. you paid for it in your student fees.)

Every month, hundreds of students visit the Carruth Center. Everything discussed there, even the fact that you were there, is held in strict confidence. Topical and personal growth groups are also available. The CCCPS staff is available to students "after hours" via a 24 hour crisis phone — 293-4431. Also see "Disability Services."

Cars 293-5502

In short, if you have one, don't bring it unless you absolutely need it. Parking and driving in Morgantown are a nightmare.

There is a parking garage attached to the 'Lair — underneath the Plaza. A portion of the garage is paid decal parking, Area 9, and a portion can be utilized by anyone paying the fee of 75¢ for the first hour and 50¢ for each additional hour. Spaces are very limited in this area of the garage so one must arrive early.

There is only one free parking lot on campus. It is the Coliseum lot. Overnight parking here is restricted. If you park without a decal in what is called a "decal parking lot" (and they are clearly designated), then you will get at least one $10 ticket. If you do not pay your tickets, the Parking Office will get in touch with Admissions and Records and withhold your grades and/or keep you from registering for classes (or you can be arrested!) It can happen to you — parking tickets can make life miserable for you if you don't cough up the dough. Parking decals are rarely, if ever, issued to freshmen (except for Area 71 by Evansdale Residential Complex).

Morgantown has some city parking lots, metered spaces along streets, limited free on-street parking, and some parking that is two-hours only (the police chalk your tires and can tell that if you've been parked there over two hours). Fines vary, depending on the violation. Offenses like parking in a fire lane or a private parking lot will get you towed. The worst possible violation is to park illegally in a handicapped space. This will get you a hefty fine, towed, and no respect.

The easiest way to get around Morgantown is astral projection, but if you're not quite accomplished at that, try walking.

Cashiers' Office 293-4006

Located in the basement of Stewart Hall, the Cashiers' Office accepts payment for tuition and fees and disburses financial aid. *Don't try to weasel out of paying by saying*

you forgot your wallet, your roommate was holding your invoice and it suddenly burst into flames, etc. They just won't fall for it.

If you bounce a check at the University, say for tuition, then the Non-Sufficient Funds (NSF) Check Policy goes into effect. The University will actively try to collect its money, and if you don't pay up within a certain amount of time, you will be withdrawn from your classes. See "Restriction" and "Appendix J."

Catalog, University 293-2121

An important book to have, with all kinds of information you need to know. It's full of information on WVU's procedures, academic policies, majors, classes, etc. A copy of the catalog is given to each new student at Orientation. Duplicate copies can be purchased at the University Book Store.

The Center for Black Culture and Research 293-7029

The Center for Black Culture and Research (CBC&R) was established in 1987 by former WVU President Dr. Neil S. Bucklew as a way of enhancing the quality of life of African and African American students, faculty, and staff. The CBC&R's mission is to engender among all students, faculty, staff and the broader community an appreciation of the contribution that African people have made and are making to world civilization.

The CBC&R has five primary objectives: (1) to provide the University community with cultural and social events that are unique to the African World experience; (2) to provide a forum for the study and examination of African people and societies; (3) to provide an educational, social and cultural support system for African and African American students, faculty and staff; (4) to support the development of West Virginia through education, extension and public service activities and (5) to serve as an intellectual source for the study and research of African and African American culture and life.

To achieve these goals, the CBC&R provides community and University programs and services that provide educational awareness and information on issues that relate to the African World experience. Some of the programs sponsored by the CBC&R are the Ida B. Wells Lecture, the Martin Delany Lecture, Saturday Academy, Langston Hughes Coffee House Poetry and many more. The CBC&R also assists students in a wide range of areas, including their adjustment to college life, problem solving and general advising. The CBC&R's Student Advising and Development unit provides students with additional academic support and social services that strive to create an academic enriching environment through the delivery of cultural-specific programs, African American Student Leadership Programs, One-on-One Mentoring programs and Graduate and Professional Student Services. The Center also works with student organizations, other University divisions, programs, departments and colleges to provide support and services. As a result, the CBC&R contributes to the mission of West Virginia University by providing services and programs that enhance the social, cultural and educational environment.

The Director and staff of the CBC&R welcome everyone to participate in the academic and community programs sponsored by the Center. The Center is located on WVU's downtown campus at 590 Spruce Street. Hours of operation are 8:15 a.m. to 4:45 p.m., Monday through Friday. For more information on the CBC&R's programs and projects, please feel free to visit or call (304) 293-7029.

Center on Aging-Education Unit 293-2081

The Center on Aging-Education Unit coordinates education and research on human aging and promotes service activities for older adults at WVU. It offers certificate programs in gerontology open to students in any major. A gerontology field experience class gives students an opportunity for hands-on experience working with the elderly in a variety of situations. Among its other activities, the Unit offers continuing education workshops on aging throughout the state and coordinates WVU Elderhostel, two six-day programs of classes and recreational activity for adults over 60.

Changing

Changing is something all students at WVU do in some manner while they're here.

To change your address, go to Admissions and Records.

To change your residence hall room, see your Resident Assistant.

To change your major, see your adviser.

To change, update or correct information in the MOUNTIE, notify the Coordinator of New Student Services in the Office of Student Life in E. Moore Hall.

Cheating

If you cheat (copy someone else's answers on a test, knowingly allow someone to copy from your test, use someone else's term paper, etc.), then you can receive a failing grade in the class and could be subject to further disciplinary measures.

It's old but true: cheating gets you nowhere. You may earn a passing grade on the test or in the course, but in the long run, you're just cheating yourself. For more information, see Appendix C.

C-D

Check Cashing

In order to cash a check in Morgantown, you almost have to open a local bank account. Another option is to get an automatic teller card from your home bank, providing it is compatible with the machines here. The automatic teller machines in Morgantown are part of the Cirrus financial network. OWL cards can be used in these machines.

Choir

See "Music."

Cluster

A cluster is a group of related classes the University requires you to complete. You must successfully complete 12 hours in each cluster (Cluster A, B, and C) as described in the Liberal Studies section of the Undergraduate Catalog in order to receive a bachelor's degree.

Code of Students Rights and Responsibilities

See Appendix A. Okay, so it's not exactly exciting reading, but it is beneficial for you to know your student rights and responsibilities.

Coliseum

Seating 14,000 for basketball games and able to host commencements, concerts and trade shows, the Coliseum is located on WVU's Evansdale Campus. Opened in 1970, the Coliseum is home to most of the Mountaineer athletic teams, and houses many departmental offices and classrooms.

COMER (College of Mineral and Energy Resources 293-5695

COMER houses the disciplines of mining engineering, petroleum engineering, and safety and environment management. It is now located in a new building on the Evansdale Campus (near Engineering).

At the time *The Mountie* was being printed, there were discussions that COMER may merge with the College of Engineering.

Commencement

See "Graduation."

Common Ground Forum 293-4160

The diversity of the WVU community affords many differing perspectives, opinions, and experiences from which we all can benefit. We should be able to express and hear the views of others. We should engage in dialogue regarding those differing perspectives in an environment of respect. One way that to do that is through the Common Ground Forums. These forums are led by a trained facilitator and sponsored by any unit or organization on campus. They allow participants to discuss difficult or controversial issues freely. For more information, contact the President's Office for Social Justice.

Community Service

See "Student Life—Service Learning" and "Student Activities—Student Organizations".

Committees

Student Administration Executive Committees, whose chairpersons are appointed by the SA president, are a good way to get involved in student government. They include Academic Advancement, Bureau of Finance, Committee on Housing, Committee on Information, Elections Committee, Environmental Concerns, Legislative Concerns, Student Rights and Social Justice, and the Safety Committee. There are four Student Administration Task Forces including the Disability/Accessibility, Student Housing Inspection, Student Watch and Voter Registration.

University-wide committees with student representation include the Social Justice Council, Athletic Council, Council on African and African American Affairs, Committee to Recommend Names for Campus Facilities, Council for Women's Concerns, Council on Admissions, Council on Planning, Council for Disability Concerns, Mountainlair Advisory Committee, Senate Committee on Student Instruction, Student Health Services Advisory Committee, Committee on Student Organizations, Student Publications Committee, Student Records Committee, WVU Advisory Council on Alcohol and Other Drugs, University Committee on Sexual Awareness, University Committee on Student Rights and Responsibilities, and the Council on Sexual Orientation.

Commuting Students

See "Student Life."

Computing Facilities

See "Academic Computing."

Concert

See "Band", "Box Office", "Music", and "Student Activities — Arts & Entertainment Division."

Conduct

See "Appendix A and B."

Obnoxious behavior ruins everybody's good time. Be a responsible fan. Alcohol is not permitted in any athletic facility. By all means, NEVER throw anything at a game or match; someone could be seriously injured. Students who are caught drinking alcohol or disrupting an event will have their IDs confiscated and face severe penalties by the University.

Copy Centers

There are six *There are six* copy centers *copy centers* on campus *on campus:* 407 Allen Hall, 100 Health Sciences Center (North), the Mountainlair, the Law School, Brooke Tower, and the Communications Building on Patteson Drive.

Counseling and Psychological Services

See "Carruth Center for Counseling and Psychological Services."

Craft Center 293-3614

See "Student Activities — Campus Recreation Division."

Creative Arts, College of 293-4841

The College of Creative Arts is housed in the Creative Arts Center on the Evansdale Campus. It includes the divisions of theatre and dance, music, and art. The students and faculty put on exhibits of their own art, and perform recitals and plays throughout the year.

Credit Cards

If you have one, avoid charging more than you can pay in a month. Hey, if you've lived all these years without it, why do you need it now? Even though plastic money is easy to use, bills still must be paid. You don't want to be thousands of dollars in debt do you?!

Crime Prevention

Don't leave your room or valuables unattended; lock your doors when out or asleep. See your R.A. or call Public Safety about marking your valuables. If you are the victim of a crime dial 9-911 from any campus phone, 911 from any pay phone, or use one of the emergency phones located throughout campus.

D

The Daily Athenaeum 293-4141

The Daily Athenaeum (DA) is the student-run campus newspaper. It employs over 100 students who are provided an opportunity to gain real-world experience in writing, editing, photography, graphics, production, business and advertising. The DA is published Monday through Friday during the fall and spring semesters and on Wednesday during the summer terms. In addition The Daily Athenaeum Football Extra is distributed at all home football games. The Athanaeum's circulation is 14,500, making it the tenth largest newspaper in the state. The DA is located at 284 Prospect Street (two blocks behind the Mountainlair on the Downtown Campus).

Day Care 293-5480

If you need day care for children while attending class or for any other reason, WVU has several programs that will help you. The Child Care Clearing house (293-5480) provides information about Morgantown area day care centers. For parents seeking in-home child care, the "Home Base" Program (293-2694) pairs University-affiliated parents with trained and State registered caregivers in the Morgantown area. The part-time job service in the Career Services Center also posts job openings and maintains a list of students interested in doing day care or baby-sitting (293-2221).

Days of Special Concern

West Virginia University observes Days of Special Concern. On these days, class absences are excused and no tests (however denominated), special events (curricular or otherwise) or important meetings are scheduled. These days are Rosh Hashannah, Yom Kippur, Passover, and Malcolm X's birthday. Observance of each of the Jewish holidays commences at sundown the day before. Faculty should be especially sensitive to the difficult situation faced by affected students if these policies are not followed.

Dead Week

See "Last Week of Class, The."

Dean's List

If you earn a good GPA, usually above 3.4 (it varies depending on your school or college), then you make the semester Dean's List.

December Graduates Convocation

December graduates will celebrate a milestone with a mid-year convocation on Friday, December 8, 1995. Though this is not a formal commencement ceremony, there is plenty of pomp and circumstance as your family and West Virginia University honor your achievements.

If you are a December graduate and want to participate in the May Graduation ceremony, contact your dean's office.
See "Graduation."

Degrees

WVU confers bachelor's, master's, doctoral, and professional degrees in 173 programs.

Dental Service 293-7617

The WVU Dental Clinics are located on the Health Sciences Center Campus. Care provided includes general and specialty dentistry. Information on all aspects of oral care and treatment is also available. Dental students provide these services at a reduced fee. The Faculty Practice Clinics (293-6208) charge the usual and customary fee.

In addition to the Dental Clinics, there are many other dentists practicing in the area. Look in the Yellow Pages of the phone book under "Dentists" for general and specialty care.

Don't forget to floss and brush your teeth!

Dentistry, School of 293-2521

The School of Dentistry is located in the Health Sciences Center. The School of Dentistry offers programs in dental hygiene, the D.D.S. and specialties in dentistry.

Directory 293-6368 ext. 412

The WVU campus telephone book. Contact Admissions and Records to update this information. This yearly publication in

cludes the phone numbers and addresses for students, faculty and staff. Directories are provided in residence hall rooms or may be purchased in the fall from the WVU Book Store or the Book Exchange.

Disability Services 293-6700

Located in 215 Student Services Center (beside the 'Lair), Disability Services is part of the Carruth Center. A confidential resource, information, referral, and counseling service not only for students with obvious impairments but also for students with less visible disorders such as diabetes, cardio-vascular problems, learning disorders, asthma, allergies or epilepsy. Other individuals who utilize this service have a temporary disability such as a sprained ankle, a broken arm, or a hospitalization. Some of the services provided by DS include:

— Liaison between students and faculty.
— Individual and group counseling.
— Vocational/career guidance.
— Facilitating accessibility.
— Information for faculty on teaching strategies and alternative testing methods for students.
— Resources for the location and/or provision of interpreters (for deaf students), readers, tutors, and notetakers, and some special equipment needs.
— Transportation is also arranged for individuals with temporary or permanent mobility impairments (gets you from your residence to class and back again).

Also see "Carruth Center for Counseling and Psychological Services."

Disciplinary Procedures 293-5611

See "Code of Student Rights and Responsibilities," "Conduct Policy," and "Residence Hall Regulations," all of which are in the appendix.

Discrimination 293-5496

If you have concerns that you are being discriminated against based upon your age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation or veteran status, contact the Affirmative Action Office, B1 Stewart Hall, P.O. Box 6202, Morgantown, WV 26506, phone (304) 293-5496.

Dominion Post 292-6301

The Morgantown newspaper. For state and local news, you can buy the Dominion Post in the Mountainlair and the Lobby of the Evansdale Residential Complex.

Dorm

Aaiiiiigh! We don't call them that here! "Dorm" rhymes with "norm," and that's certainly not what they are. See "Residence Halls."

Driver's Licenses

If you're from another state, you do not need to get a West Virginia driver's license if you have a valid one from your own state. If you are from another country, you will need to get a West Virginia driver's license from the State Police Headquarters on Monongahela Boulevard at 285-3200. Be sure to take your passport with you.

On another license note, if you try to get into a bar with a fake license, you probably won't have too much luck, *because most Morgantown bars hire ex-CIA cryptographers and forgery experts to work the door.* They're efficient, too.

Drop

If you need to drop a class, see "Add/Drop." If you need to bail out of all of them, see the section on withdrawing under "Student Life."

Drug Treatment 293-2311

See "Student Assistance Program."

Due Process 293-5611

A "fair shake." You have the right to be heard, the right to face your accuser, and the right to appeal an unfair decision.

University academic/nonacademic hearing committees are not courts of law and do not conduct adversarial proceedings with technically trained judges and attorneys. If you are not satisfied with the way something is going, you can appeal it. Student/faculty committees can be formed to hear appeals under the concept of due process. See Appendices A, B and C.

E

Elizabeth Moore Hall

(Alias E. Moore Hall or just plain Moore Hall). A great place to relax between classes. It houses several units of Student Affairs and of Physical Education, as well as the Betty Boyd Lounge.

Emergency 9-911

In cases of emergency when using a campus phone, dial 9-911 to receive appropriate emergency assistance.

Emergency Loans 293-5242

If you need a loan quickly, go to a Financial Aid Office and inquire about an emergency loan. Sorry, you probably won't get cash for a weekend trip, sport wheels for your car, or that terrific outfit you saw that you've just got to have but a legitimate need gets a good hearing.

Emergency Phones

Fifteen of these phones are located around campus for your safety. They are distinctly marked for easy recognition. All you have to do if you need help is pick up the receiver. The phone automatically dials 911 and gives your location to the dispatcher.

If you can speak, the dispatcher will ask for information concerning your problem. Whether you can or cannot speak an officer will be dispatched to you.

These phones are not playthings. They could save your life if you need to use them. So if you don't leave them alone.

Employment

If you are keen on getting a job, then you have several options. Check out the Human Resources department in the Universtiy Services Center, which is at 3040 University Avenue. To see if you qualify for work-study, see the Financial Aid Office. Many students are hired to work in the food service operations in Housing and Residence Life and the Mountainlair. Try the Office of Student Activities in the Mountainlair for information about ushering, ticket taking, advertising and concert crew jobs. Walk up and down High St., the main drag in downtown Morgantown. There are several businesses there that often hire during the year. Always check the classified ads in The Daily Athenaeum and the Dominion Post.

The Job Location and Development Program (JLD) of the Career Services Center at West Virginia University is a valuable service for both employers and currently enrolled WVU students. Flexible employment with JLD is designed to meet the temporary employment needs that are often encountered by employers throughout a given year. Flexible employment with JLD helps WVU students gain experience in the world of work while helping to defray the rising cost of educational expenses. As a clearinghouse for internships, the JLD office operates as a central location for the collection, classification, and distribution of information about internships.

Engineering, College of 293-4821

Located on the Evansdale Campus, the College of Engineering contains the departments of Chemical, Civil and Environmental, Electrical and Computer, Industrial, and Mechanical and Aerospace Engineering.

One highlight of the school year is the annual pumpkin-drop competition at the College. High school and college students design and build containers which will hold a pumpkin and attempt to keep it from breaking when dropped from the top of the 10-story engineering building. A squashed squash spectacular.

At the time *The Mountie* was being printed, there were discussions that the College of Engineering may merge with the COMER.

Erickson Alumni Center 293-4731

Designed by renowned architect Michael Graves, the alumni center is located next to the Communications Building on Patteson Drive on the Evansdale Campus.

Evansdale Residential Complex

The Evansdale Residential Complex (formerly called Towers) is located on the Evansdale Campus (imagine that). It is the site of four of the University's residence halls and they are air conditioned—something you can appreciate during the "dog days" of summer. They are Bennett, Braxton, Brooke, and Lyon residence Halls. The Evansdale Residential Complex also contains fitness, recreation and dining facilities, a learning center, a computer site, a post office, a craft shop, offices, and classrooms. The Evansdale Residential Complex is connected to the Downtown Campus via the PRT.

Expulsion

A student can be expelled from WVU for a serious offense. Contact the Office of Judicial Programs in Student Life in Elizabeth Moore Hall if you have questions or concerns regarding expulsion.

Extension Service 293-5691

The WVU Extension Service helps people throughout the state identify and solve problems. Using research generated knowledge from the campus, programs are developed to meet individual's needs. Most extension programs are conducted through the 55 county extension offices. For more information, call 293-5691.

Eyes and 'Eers 293-5079

1. Human Organs vital to receiving information about the surrounding environment.
2. A publication put out by Residence Life with all kinds of helpful information about the residence halls and campus life.

F

Faculty

The WVU faculty includes all instructors, lecturers, and professors. All faculty have office hours during which you can (and should!) go and see them to talk about class, yourself, or whatever is on your mind. Don't be afraid to approach faculty — the only way they will know that you are interested is for you to make the first effort. It

F-G

is surprising how much a little effort pays off.

Fake ID

A bad idea. You pay a lot of money to get one. You pay a lot more money when you get caught with one. . . for fines, court costs, attorney fees, and worse, you can loose your real license. Get the picture?

Family Educational Rights and Privacy Act

See Appendix D.

Fees 293-2121

Plenty o' fees for everyone. For a general breakdown on what tuition and fees you're paying, see the undergraduate catalog or a current schedule of courses. If you need more specifics, contact Admissions and Records.

Film Series

See "Student Activities — Arts & Entertainment Division."

Finals

See "How to make an appointment with the University Counseling Service." Actually, finals are an unavoidable part of college life. Final exams are given during the last week of each semester. There are no classes scheduled during finals week, only exams, lots of exams.

If you have **more** than three finals scheduled on the same day, you can speak to your professor about having one of your finals moved to another day.

Not all finals are comprehensive — it's up to the professor or department. And not all finals are the same percentage of the overall grade in the class. In some classes, the final can count as much as 50%, and in others, as little as 20%.

The best way to study for a final is to keep up during the semester. It's sad but true: if you didn't learn geology all semester, you're probably not going to learn it in three nights.

Also, if you've been consistently getting "Cs" on your Calculus tests all semester, don't expect to get an "A" on the final even if you study two weeks ahead of time. Your performance on the final is usually similar to your performance during the semester.

Financial Aid 293-5242

Financial aid consists of scholarships or grants (gift aid), loans, and work-study. Any student can apply for consideration for financial aid and **no student should withdraw from the University for financial reasons without contacting the Student Financial Aid Office to determine eligibility for aid and the availability of funds.**

For further information, contact the Student Financial Aid Offices in the Mountainlair at 293-5242, the Health Sciences Center Financial Aid Office at 293-3706, or the Law School Office at 293-5302.

Fireside Chats 293-2339

A spring speaker series sponsored by the Center for Women's Studies that leads up to the annual Dickinson Symposium in Women's Studies. All students welcome! Call 293-2339 to get on their mailing list or stop by the Center in 218 Eiesland Hall.

Food

There are several places to eat on campus. There are residence dining halls in Arnold, Boreman, Stalnaker and the Evansdale Residential Complex. The Eagles Nest also serves food in Evansdale Residential Complex. There is a cafeteria in the Health Sciences Center and a snack bar in the Coliseum. The Mountainlair offers Hatfields, Marketplace, The Side Pocket Pub, Taco Bell, Wendy's, Little Caesar's Pizza, Peking Express, Scoops Ice Cream Shoppe, JACS, and Ooie Gooies bakery. The Mountainlair and Housing and Residence Life also cater events on and off-campus.

Foundation, Student 598-2700

The student branch of the West Virginia University Foundation (the private, non-profit fund-raising arm of the University) sponsors student programming. The Student Foundation is responsible for the highly popular Mountaineer Week (October 29 through November 4, 1995), a celebration of the State of West Virginia; "After Hours" faculty-student mixers; "Blue and Gold Parents' Newsletter;" Scholar's Hall; and a donor telephone thank you program. Applications to be a member of the Student Foundation are accepted in March for the following year. Any student may apply.

Fraternities 293-8204

See "Student Activities — Student Organization Services Division."

Free Speech Activities, Policy on 293-4406

West Virginia Universtiy recognizes the right of individuals to pursue their constitutional right of free speech and assembly and welcomes open dialog as an opportunity to expand the educational opportunities of our campus community. Individuals or organizations may utilize designated free speech areas on a first-come, first serve basis and without making reservations.

The free expression of views or opinions, either by individuals or groups, may not violate any rights of others, disrupt the normal function of the University, or violate the provisions specified in the University Code of Student Conduct. Solicitation is not permitted.

The University reserves the right to relocate or cancel the activity due to disruption from excessive noise levels, traffic entanglement, or if the safety of individuals is

in question. Due to the limitations of space on the downtown campus, the two designated areas for free speech and assembly will be the amphitheater area located on the Mountainlair Plaza and the concrete stage area in front of the Mountainlair and adjacent to the WVU Bookstore.

Freshmen (1-28 Credit Hours)

A unique species that frequents the residence halls. Members are characterized by:

1. An openness to trying new and exciting things;
2. Orientation packets and campus maps;
3. Parents who call weekly and periodically send chocolate chip cookies.

Full-Time Status

Full-time status for undergraduates requires a minimum of 12 hours per semester and for graduate students, nine hours per semester. If you drop a class during the semester and that takes you below 12 hours, obviously you will no longer be considered a full-time student. Dropping below full-time may affect your eligibility for financial aid, athletics, parents health insurance, or residence in University housing, so check out the consequences before you drop the class.

G

Gallery Series

See "Student Activities — Arts & Entertainment Division."

Gay and Lesbian Mountaineers

See "Bisexual, Gay and Lesbian Mountaineers".

General Studies 293-5805

Myths about general studies:

1. People who take general studies courses are stupid because they can't make up their minds.
2. It's easy.
3. It won't do you any good.
4. It's a waste of time.

There are more, but these are the chief ones. Let's address them one by one.

1) If there's anything that's stupid, it's jumping into a major that you're not sure of. Often it's best to sit back in general studies for the first year.

2) Wrongo. You can take upper level classes in general studies; plus, you're not restricted to departmental curricula.

3) Wrong again. As is said above, sometimes the best thing about general studies is that it gives you time to decide other things. Also, you can take care of your basic requirements while figuring out a major.

4) The most infuriating. No time spent learning at a university is wasted time!

Grade Point Average (GPA)

Those magical, mystery numbers that strike either fear or joy in the hearts of college students. That's what learning boils down to: grades, marks, the ol' GPA. Good GPAs can get you into law school, med school and good jobs. Bad ones can keep you out of all of the above.

Your GPA is calculated by dividing the total numbers of points (course credit times grade points, i.e., A=4 points, B=3 points, etc.) by the total number of hours for that semester.

GPAs must, however, be taken with moderation. A good GPA, while due reason to celebrate, is not cause for national enshrinement. Likewise, a low GPA, while indicating a lack of proficiency, is no reason to throw in the towel.

Grades

The unavoidable, mortifying things one receives in the mail after the terror of final exams. Although grades are important, don't think that they are everything. When you are applying for a job, employers also look at other factors besides grades. Extracurricular activities, job experience and the interview are important, too.

Graduate Assistantships

Most departments have Grad. Assistants whose duties might include grading papers, doing research, or teaching lower division classes. For more information, contact your department.

Graduation

That day for which all strive. The day which one leaves the university and emerges into the "real" world. Ceremonies are held at the Coliseum on a Sunday in May, one week after Spring finals are over.

Some colleges and schools hold special convocations on Commencement weekend. Graduating students are assessed $30 graduation fees at the beginning of the semester that they plan to graduate. In addition, candidates for graduation *must* file for graduation by the first two weeks of their final semester. Actually, it's better to apply even earlier so you can get a graduation "check-up" from the powers that be. Then you can use your last semester to complete any outstanding requirements and there won't be any nasty surprises. Remember that graduation is not automatic. You must apply.

Caps, gowns, etc., can be purchased at the University bookstore. For more information, contact your dean's office.

See "December Graduates Convocation."

Grumbein's Island

Bet you didn't think it had a name, did you? Grumbein's Island is that oasis, that mecca, that sanctuary of safety on Univer-

sity Avenue in front of the Mountainlair. It is landscaped with giant flower pots and red paving bricks and is the only thing between students crossing the street and the hood of a car. It was named after Professor J. B. Grumbein, who was superintendent of Buildings and Grounds at the time the original Island was built in 1932.

H

Health Sciences Administration 293-2321

Home of schools awarding degrees in nursing, pharmacy, medicine, medical technology, physical therapy, exercise physiology, community health promotions, occupational therapy, dentistry, dental hygiene, and basic medical sciences. In addition, the Health Sciences Administration Campus includes Ruby Memorial Hospital, Children's Hospital, Chestnut Ridge Psychiatric Hospital, The Mary Babb Randolph Cancer Center, the Physician Office Center, Mountainview Rehabilitation Hospital and the Student Health Service. For Admissions and Records information related to the Health Sciences, call 293-3521.

Health Service 293-2311

Home of the M.D. doctor (as opposed to the Ph.D. or the Ed.D. doctor). The Health Service is on the ground floor of the Health Sciences Center (see campus map on page 87). Care provided includes general ambulatory care, laboratory and radiology testing that is ordered by a Health Service physician, routine gynecology, family planning, some immunizations, physical therapy, and psychiatric services. Lots of health education programs are also offered. These include alcohol and substance abuse education, sexual assault prevention and education, and AIDS (HIV) and sexually transmitted disease prevention, education, and awareness. Information and health care for all currently available methods of birth control, as well as information on how to be as safe as possible in a sexual relationship, are available at the Health Service. See also "Student Assistance Program," "Sexual Assault Prevention and Education" and "AIDS."

You do need to call ahead and make an appointment unless it is an emergency. There is a $5.00 co-payment at the time of service for all students who pay full-time fees and have a current full-time ID. If you are a part-time student or did not pay the full-time activities fee, you can opt to pay the Health Service fee at the beginning of each semester and pay the $5.00 co-payment. Or, you can use the Health Service on a fee-for-service basis. Families of students are not eligible for Health Service care.

You do have to pay for charges that result from hospitalization and referrals outside the Health Service for additional care or testing, and that can cost some bucks! Make sure you have supplemental health coverage of your own or you are covered under your parent's policy. Information on a supplemental health insurance plan is available from the Health Service. Supplemental health insurance coverage is required if you are an international student.

Health Service Hours:

8:30 a.m. to 5:00 p.m. Monday through Friday.

Help 293-5611

If you are unsure about where to turn for help, don't give up! Check with the staff in the Office of Student Life in Moore Hall. They can help or connect you with the right person or service to assist you.

Help Center

During the first week of classes the Help Center is located in the Betty Boyd Lounge (1st floor) in E. Moore Hall. Get answers to your general WVU questions. Stop by if you have questions about your class schedule. If you're lost and don't know where to ask, this is the place to come!

High Street (the North end of High Street runs behind the 'Lair Plaza)

Morgantown's main street where many interesting shops and restaurants are located. Also on High Street are banks, a dry cleaners, shoe shops, drugstores, and theaters, U.S. Post Office and the Monongalia County Courthouse.

Honoraries

See "Student Activities — Student Organization Services Division."

Honors Program 293-2100/5989

Students who qualify academically are invited to participate in the University Honors Program which provides specific Honors Courses to meet general education requirements. Students who complete this program receive identification on their diplomas and on transcripts as University Honors Scholar.

Housing

For information about University owned and operated residence halls or apartments, see "Residence Halls" or call the Department of Housing and Residence Life at 293-2811.

For information on off-campus housing, see "Student Life" or call 293-5611.

Human Resources and Education, College of 293-5703

Majors include:

- Counseling Psychology
- Curriculum and Instruction
- Education Administration
- Educational Psychology
- Elementary Education
- Reading
- Rehabilitation Counseling
- Secondary Education
- Special Education
- Speech Pathology and Audiology
- Technology Education

A new Teacher Education program will begin in the Fall, 1995.

For more information, see the University Catalog.

I

ID Cards

Location: Mountainlair Commons next to the Box Office (293-7122) or Evansdale Residential Complex in the Bennett Tower Lobby (293-5051).

Picture ID Cards: Picture ID cards are given to students who have paid full-time special fees. If you are a part-time student, you can pay the optional special fees during registration. Your picture ID card entitles you to free admission to certain WVU athletic events, access to the University Health Service and the Carruth Center for Counseling and Psychological Services, discounts to Activities Program Board events, use of WVU libraries, admittance to WVU recreational facilities, and as valid ID for examinations. If you live in a University-owned residence hall and/or pay the meal fees, the picture ID card must be presented to get into the dining hall. To get your ID card, if you live off campus, you must bring your paid fee receipt (which shows you have paid your tuition/fees) to the ID Office. If your ID card is lost or stolen, you can get a replacement card for a fee of $15.00 from the following locations: if you eat in the residence halls you will get your replacement ID from the Vali-Dine Office in the Evansdale Residential Complex, and if you live off-campus you get your replacement ID from the ID Office in the Mountainlair. ID cards remain the property of WVU and must be surrendered if misused or upon request by WVU officials.

Paper ID Cards: Paper ID cards are given to students with a tuition waiver. Your paper ID card entitles you to the use of the WVU Libraries, admittance to WVU recreational facilities, and is valid for examinations. If you want to have a picture ID card to use as a visual form of identification, there is a $15 charge.

Spouse ID Card: Spouse ID cards are available at no charge in the Campus Recreation Office at 44 Stansbury Hall (293-5221). You must present your student ID card and spouse identification (driver's license, marriage license, etc.) to get the card. It allows your spouse to use University facilities during regularly scheduled informal recreation hours.

Insurance

If you're interested in health insurance check to see if you're covered by your parent's policy. If you want to buy health insurance contact Student Health (293-2315).

Contact a local insurance agent about "renter's" insurance. In most cases your apartment landlord, this includes WVU if you live in the residence halls, will not reimburse you for losses from things like theft, fire, or water damage.

International Student Office 293-5611

See "Student Life."

Intramural Sports

See "Student Activities — Campus Recreation Division."

J

Jobs

See "Employment."

Journalism, Perley Isaac Reed School of 293-3505

One of the oldest schools of Journalism in the United States (established in 1939). It offers B.S.J. and M.S.J. degrees with courses of instruction in Advertising, Broadcast News, News-Editorial, and Public Relations. For more information, see the University Catalog.

Judicial Board 293-3813

See "Student Activities — Student Administration."

Judicial Programs 293-5611

See "Student Life."

Juniors (59-88 Semester Hours)

Members of this species frequent off-campus housing and can often be found in the 'Lair. Many juniors have finally decided

on a major and thus look less anxious about their future. Basically, this species is pretty upbeat since its members have figured out the system and still have time to beat it before they graduate!

K

Know-It-All

An attitude that comes and goes — usually comes when conversing with younger siblings — usually goes during finals week.

L

'Lair

See "Mountainlair."

Last Week of Class, The

Guess when it is . . . Yep, The Last Week of Classes (formerly called Dead Week) is at the end of every semester, the week before finals begin. Although new class material is still being presented during that week, the only tests that can be given during The Last Week of Classes are finals **for evening classes**, practical laboratory tests, make-up exams, and regularly scheduled short quizzes.

Law, College of 293-5301

The WVU Law Center is located near both the Evansdale Campus and the Health Sciences Center, overlooking Mountaineer Field. For more information, see the University Catalog or contact the College of Law.

Learning Centers 293-5070

Learning Centers are located in the Dadisman Hall, Evansdale Residential Complex, Arnold Hall and Boreman South Cafeteria. They are staffed by upperclass and graduate tutors who can help you with a variety of basic courses, study skills, time management strategies, and peer-advising. The centers are open in the evenings and are free of charge to all students. (Some Centers will be open during the day.) Tutors in the Centers can help you learn how to solve that impossible equation, outline that biology lab report and manage your time. They are there to help! For more information call the Tutoring Hotline at 293-2316.

Leases

Not the plural of Lisa. Leases are legally binding contracts between you and a landlord. BEFORE signing one see the Attorney for Students. Refer to the "Student Life" section.

Leave of Absence Policy

All full-time undergraduate students who are in good standing and are not subject to disciplinary action may request a formal leave of absence from WVU for up to two years. Extensions of this leave may be granted up to a total of five years. If granted a leave of absence you will have certain privileges related to use of WVU facilities and are eligible to return without application fees. You must complete a leave of absence request form available through an academic adviser, the Office of Student Life or Admissions and Records at the time of withdrawal.

Lecture Series

See "Student Activities — Arts & Entertainment Division."

Legal Counseling

See "Attorney."

Liability Insurance 293-4001

WVU is insured through the State Board of Risk and Insurance Management, headquartered in Charleston. If you have questions about the University's liability insurance coverage or require claim processing, contact the Associate Director for Insurance and Risk Management at 293-4001. If you have questions regarding student medical insurance coverage, contact the Student Health Service at 293-2315.

Library 293-2440

WVU libraries contain over 1.5 million volumes, 2 million microforms, and 5 million archives. The library system consists of the Wise Library and eight branches. The Libraries are automated with the NOTIS system. The libraries are automated with the NOTIS system and CD-ROM databases.

Wise Library, on the Downtown Campus, houses the bulk of the collections in history, literature, and the social sciences, the Rare Book Room, the government documents and map collections, and the administrative offices (293-4040). The Serials Department on the sixth floor and the study carrels in the "stacks" are great places to study.

Colson Hall Libraries, across the street (University Avenue) from the Wise Library contains the West Virginia Collection (293-3536), the Audio-Visual Library (293-4019), and the Reserve Library (293-2640).

Evansdale Library, on the Evansdale Campus, houses collections supporting colleges and schools located on the Evansdale Campus, such as Engineering, Forestry, Physical Education, Social Work, Human Resources and Education, and Mineral Resources. (293-5039)

Law Library is in the Law Center. (293-5309)

Mathematics Library is in Armstrong Hall. (293-6011)

Health Sciences Center Library is on the second floor of the Health Sciences Center and supports the teaching and research programs of the Schools of Medicine, Dentistry, Nursing, and Pharmacy. (293-2113)

Music Library is in Room 424-A of the Creative Arts Center. (293-4505)

Physical Sciences Library is on the first floor of the Chemistry Research Laboratory and supports the fields of Chemistry, Physics, Geology, and Astronomy. (293-3420)

Morgantown Public Library is located at 373 Spruce Street. Everyone is welcome to drop in at the local library, too!

Local Students

See "Student Life."

Logos

See "Trademarks."

Lost and Found

If you've lost an item, check with the dean's or director's office closest to the area where the item was lost or with the Public Safety Office (293-3136). After 30 days, items that have not been claimed are sent to the Manager of Inventory Control (293-4231).

Lyon, Harriet Eliza

Harriet Lyon was the first woman student to graduate from WVU in 1891. Lyon Tower was dedicated on October 20, 1989. Lyon Tower provides a room and board scholarship to a deserving West Virginia first year woman each year.

M

Mail

See "Postal Service."

Math Learning Center 293-7273

Located in 300 Armstrong Hall and open Monday through Friday. Tapes, computers, and tutors are available for all your math needs. Remember how your Dad said he could help you with math, then always found something more important to do when he got his first look at an integral?

Math Workshop 293-2011

No doubt you have heard of the Math Workshop. You may even already be enrolled in it or soon will be. If that's the case, take heart, you won't be alone. Each year many, many students do not score high enough on the Math placement test to enroll in Math 3. These students have the opportunity to enroll in the workshop or a less difficult non-credit class, depending on their score. If you have already been enrolled in the workshop or soon will be, you should only sign up for 15 or less credit hours. The cost for the Math Workshop is a non-refundable $125 and successful completion of the Workshop guarantees admittance into math 3 or Math 28.

Medicine, School of 293-4511

The School of Medicine is located in the Health Sciences Center. In addition to the Doctor of Medicine degree, programs are offered in medical technology, physical therapy, exercise physiology, community health promotions, and occupational therapy. Master's and doctoral programs are offered in anatomy, biochemistry, microbiology and immunology, pharmacology and toxicology, and physiology.

For more information see the HSC catalog.

Memorial Plaza

The concrete landing in front of Oglebay Hall that houses the mast, bell and flag poles of the battleship U.S.S. West Virginia.

Mid-Term

Friday, October 6, 1995 and Friday, February 23, 1996. D and F reports (if you are unlucky enough to be getting any) are sent to your (undergraduate students only) local address at mid-term. Instructors are encouraged but not required to report mid-term grades. If you think you are doing poorly in a course and do not receive a report, it is a good idea to check with the instructor so you know where you stand.

Mineral and Energy Resources, College of (COMER) 293-5695

See "COMER."

Monticola 293-6368 ext. 413

WVU's version of a yearbook. This publication includes sororities, fraternities, faculty, and students of all classes. The Monticola was last published in 1992 as a part of WVU's 125th Anniversary celebration. This publication is currently on sabbatical. To express interest in the Monticola making a comeback, contact a member of Student Administration.

Moses, Dean of Student Life 293-5611

Herman Moses is Dean of Student Life and one of your greatest resources on campus. The position of Dean of Student Life is that crucial link between student and administration. So, if you have a serious problem or concern at anytime and you only have one quarter to make one phone call to the University to solve all of your problems, use it to call Dean Moses at 293-5611. His office is in E. Moore Hall.

Mountaineer

WVU's mascot (check out the statue in front of the Mountainlair and Book Store).

The Mountaineer represents WVU at athletic events, alumni affairs, the University functions. Applications to be the Mountaineer are available in the Spring Semester during late January/early February. This year's Mountaineer is John Stemple.

Mountaineer Field 293-4194

Home to 63,500 screaming fans on football Saturdays, Mountaineer Field has established itself as one of the finest athletic facilities in the country. In addition to football, the men's soccer team plays at Mountaineer Field. Umbrellas, alcohol and hard containers are prohibited inside the stadium. Smoking is prohibited at Mountaineer Field except in the concourse area.

Mountaineer JobsLine 293-2221

Students, more than ever need jobs to help pay for their education. WVU Students, at no cost, can call the system, a touch tone computerized JobsLine, to access part-time, full-time and internship job vacancies. After entering the password, students may then browse job announcements recorded in the actual voice of the employers. The mountaineer JobsLine operates 24 hours a day, 365 days a year.

Mountaineer Week 598-2700

A traditional annual event sponsored by Student Foundation to celebrate West Virginia's heritage. Highlights are arts, crafts, quilt shows, traditional music and food. This year's Mountaineer Week will be held October 29 through November 4, 1995.

Mountainlair 293-3701

WVU's student union, centrally located on the Downtown Campus, provides the perfect setting for campus activities, relaxing between classes, or social gatherings. It includes:

1. ATMs — Across from the Information Desk and at the bottom of the main staircase in the Food Court.
2. Computer Center — Located on the ground floor, this center houses IBM PS/2s, ADDS terminals, and laser printers.
3. Copy Center — This first floor copy center is equipped for massive copy service and binding.
4. Financial Aid Office, Student Activities and Educational Programming, Career Services, and the WVU Book Store — all are located within the Mountainlair. Contact the Information Desk for directions.
5. Gluck Theatre — Great movies at the best prices in town.
6. Grandview Gallery — A second floor art gallery with weekly exhibits.
7. Hatfields — Students, faculty, and staff restaurant serving daily lunch specials in a relaxing environment. Don't forget the weekly pasta night!
8. Information Desk — The central information center on campus. Staff has up-to-date information on all campus activities and events, and will try to answer all of your questions (293-3701). Free, on campus calls can be made from the counter phone.
9. JACS — Just Another Convenience Store. Buy a drink, magazine, or other sundry item. Also, home of the Picture Place.
10. Javas — A petite gourmet coffee shop featuring Espresso, Cappuccino, and a whole bean coffee—ground to order!

11. 'Lair Box Office — Tickets for Activities Program Board events.
12. Lounges — Study and relax in one of our many lounges within the building.
13. Marketplace — A variety of vegetarian and deli sandwiches await. Located at the Ooie Gooies counter.
14. Meeting Rooms — Sixteen in all. Must be reserved through the Reservations Office located on the second floor. No cost to students.
15. Mountaineer Station — Located next to the Information Desk. Mountaineer Station is a full-service U.S. Post Office, offering stamps, post office boxes, international mail, plus other postal services.
16. Ooie Gooies — Daily serving fresh pastries, pepperoni rolls (a native West Virginia delicacy), and homemade bread.
17. Outdoor Recreation Center — Student rates on camping, backpacking, and skiing equipment.
18. Recreation Center — A complete recreation area with bowling, billiards, video games, darts, chess, playing cards, and more.
19. Scoops Ice Cream Shoppe — Grab a cool temptation or a popcorn and soda.
20. Side Pocket Pub — Serving sandwiches, cold drinks, munchies, wings, and fries. The Pub, located on the ground floor, offers weekly entertainment.
21. Student Administration and Student Organization Services — Located in the Student Organizations Wing of the building.
22. Student ID Office — Located next to the Box Office.
23. U-92 Campus Radio Station — The New Music Pioneer. A Student volunteer station with an alternative listening format.
24. Vending Machines — Beverage and snack vending machines are located in the Recreation Center
25. Wendy's, Taco Bell, Little Caesar's Pizza, Peking Express — In the Mountainlair Food Court.
26. Additional Services — Bulletin Boards, Change Machines, Federal Express/UPS, Lobby Booths, Lockers, Newspapers, Photo Developing, Public Telephones, Ride Board, Stamp Machine.

Mountie, The 293-6871

The Mountie is published by New Student Services. To change, update, or correct information, contact the office located on the 3rd floor in Elizabeth Moore Hall.

Movies

The Mountainlair Gluck Theater is a real bargain. For full-time students it's either $1.50 or FREE, depending on the movie. Call the Arts & Entertainment Board's Movie Hot Line at 293-3919 for movie info.

There are also movies at the Warner Theater on High Street (292-6911) and Cinema World Theaters in the Morgantown Mall (983-6868).

See "Box Office" and "Student Activities" for more information.

Music 293-4091

If you are musically inclined, then there are several opportunities on this campus to exhibit your talents. The College of Creative Arts has orchestras, choirs, bands, hot jazz ensembles, and other performance groups that aren't restricted to music majors. If you just like to listen to music, there are dozens of concerts each semester. If you are interested in rock and roll, punk, folk, industrial, or almost any other type of music, there is probably a band in Morgantown looking for help. The local music scene is pretty substantial and is covered heavily by both campus newspaper and radio station, so performance gets noticed. Also see "Band", "Box Office", "Creative Arts", and "Student Activities — Radio Station".

N

Natatorium 293-5221

See "Student Activities — Campus Recreation Division".

National Student Exchange Program

See "Student Life."

Non-Traditional Students 293-5611

See "Student Life."

Notary Public 293-4897

A Notary Public works in the Attorney for Students Office, located on the Ground Floor in Elizabeth Moore Hall. If you need a document notarized, stop by the office for more information.

Nursing, School of 293-4831

Offers degrees in (guess what!) Nursing. It is located in the Health Sciences Center. For more information, see the University Catalog.

O

OASIS (Older Adult Students Information & Services) 293-5611

See "Student Life."

Off-Campus Housing

See "Student Life."

Orchestra 293-4091

See "Music."

Organizations 293-4397

See "Student Activities — Student Organization Services Division."

Orientation 293-6871

See "Student Life."

Outdoor Recreation Center

See "Student Activities — Campus Recreation Division."

P

Parking

A nightmare! See "Cars."

PASSKEY 293-4431

PASSKEY are special sections or Orientation 1 geared to African American students. An African American upperclass student is assigned as a mentor to each student enrolled in the class. These mentors help African American freshmen adjust to life at WVU.

Passports 291-1035

U.S. -citizen students who plan to travel abroad and who need a passport can obtain an application at the Morgantown Post Office, 75 High Street. It takes about 4-6 weeks to process the application and you will need to show your birth certificate or your naturalization certificate.

Performing Arts

WVU offers you the opportunity to participate in and to attend exciting productions at the Creative Arts Center. Enjoy student and faculty productions by the College of Creative Arts' Theatre, Dance, and Music Divisions or the University Arts Series' travelling and professional troupes, companies and ensembles. In addition to productions staged by the Divisions of Theatre Dance and Music, West Virginia Public Theatre performs major musicals in the Creative Arts Center Concert Theatre each summer. The Arts & Entertainment Program Board sponsors a series of musicals, dance groups, and other professional performances in the same theatre.

See "Box Office", "Student Activities", and "Theatre" for more information.

Personal Rapid Transit

See "PRT."

Pharmacy, School of 293-5101

For a list of the admissions requirements to the Pharmacy School and the courses required to receive a degree in pharmacy, see the Health Sciences Center Catalog.

Physical Education, School of 293-3295

Programs in the School of Physical Education include Athletic Training (ext. 148), Coaching Education (ext. 236 or 256), Sport Behavior (ext. 268), Sport Management (ext.264), and Teacher Education (248). For more information, see the University Catalog or contact the program directors.

Police 293-3136

See "Public Safety."

Policies and Rules

See Appendices A through K.

Postal Service 293-4050

A campus post office is located in Evansdale Residential Complex. WVU has a self-contained campus mail system to facilitate interdepartment and intercampus communication. You may use the campus mail service (without postage) to all University departments, Evansdale Residential Complex, Boreman, Arnold, Dadisman, and Stalnaker Halls, but be sure to drop envelopes in campus mail boxes. Communications such as chain letters and unauthorized religious or political matter are prohibited by the intercampus postal system. Mail coming into the residence halls for you will be put in your assigned mail box.

The Mountaineer Station in the Mountainlair is a full service U.S. Post Office. See the "Mountainlair" section for more information. The main U.S. Post Office for Morgantown is located at 75 High Street (291-1035).

President's 4.00 List

If you do really well academically you may earn a spot on the President's 4.00 List. Any undergraduate student completing 12 or more credit hours with a 4.00 makes the List. Congratulations!

Probation/Academic

Serious problem! If your GPA is below 2.0 (maybe higher in some majors) you will be placed on probation and should see your adviser immediately.

PRT 293-5011

West Virginia University's Personal Rapid Transit (PRT) system is one of the most modern transit systems in the world. (Okay, except for maybe, like, the space shuttle or something!)

On its trip from Towers to the Beechurst station, the PRT cars achieve a top speed of 80 m.p.h. and go through a 360 degree loop and a corkscrew spiral!

One of its unique features is the absence of onboard operators. Through computers, each vehicle's position is monitored constantly. If there is a serious malfunction, the system closes down immediately, the power shuts off, and the brakes on each car are set.

A PRT card is included in the fee package of full-time students. Part-time students or graduate assistants may purchase a card at any of the WVU Book Stores for $49.00

per semester or pay 50 cents per ride on the PRT.

Boarding stations are located on Walnut Street, Beechurst Avenue, at the Engineering Sciences Building, Towers and the Health Sciences Center.

PRT Hours of Operation

Mon.-Fri	6:30 am-10:15 pm
Sat.	9:30 am-5:00 pm
Sun.	Closed

Also see "Transportation".

PRT Cram

World famous tradition at WVU that occurs during Mountaineer Week . . . surely you've heard of it!?! The idea is to see how many students can be crammed into a PRT car that is temporarily located in front of the 'Lair during Mountaineer Week. One year, 97 lucky students were crammed into the PRT car. Hard to believe, isn't it?

Publications, Student

See "The Daily Athenaeum," "Monticola," "Calliope."

Public Safety 293-COPS (2677)

The good guys! They provide 24-hour-a-day, seven-days-a-week law enforcement services to the campus community. Their offices are located at 3040 University Avenue.

Q

Questions

Something you will have a lot of . . . Ask them! If you are having problems finding an answer, see "Help."

R

RA (Resident Assistant)

As a Freshman, your R.A. is probably the first person you'll meet after arriving at WVU. R.A.s are students (like yourself!) who are specially trained to help residents learn more about the University, each other, and themselves. Contrary to popular belief, your R.A. is not an undercover enforcer or parent, nor can he or she jump over ten-story buildings or see through walls. R.A.s are valuable resource persons who know about the system, its procedures and its players. If you have a question about WVU, the residence halls, life after your first semester, or if you just want to talk, try your R.A.

Radio Station 293-3329

See "Student Activities — Radio Station".

Reading and Study Skills Lab 293-4997

See "Study Skills Center".

Records 293-2121

Sometimes more correctly called transcripts, or played 24 hours a day by U-92, and occasionally set by WVU's outstanding athletes and scholars.

If you have a question about your academic records, or if you think there's been a mistake in your GPA calculation (unfortunately, the latter almost never happens), stop by Admissions and Records behind Colson Hall. Also see "Admissions and Records" and "Transcript."

Recreation

Yes . . . you heard it here! "Recreation is an important part of campus life . . . not the most important, but an integral part." There is much more to WVU than classrooms. As a WVU student, you have a range of exciting recreational opportunities.

Some local recreational areas include Cheat Lake (see "Slang"), Krepps Park (has pool, tennis, picnic facilities, and exercise trail in Suncrest across from Creative Arts Center), Marilla Park (has pool, picnic facilities, tennis, basketball facilities in Sabraton area), White Park (ball fields and skating rink), Chestnut Ridge (has fishing ponds, hiking trails, camping, and picnic facilities), Coopers Rock (a state forest with picnic facilities, hiking trails, camping, breathtaking views from atop rock cliffs and a maze of rock formations).

Also see "Mountainlair" and "Student Activities — Campus Recreation Division."

Refunds 293-2121

WVU tuition refund policies and procedures are fair and easy to understand.

During the Academic Year:	Refund
1st and 2nd weeks	90%
3rd and 4th weeks	70%
5th and 6th weeks	50%
Beginning with the 7th week	Sorry, No Refund

Refund information for summer session and nontraditional class session periods are based upon the refund rate for the academic year. If you make a schedule adjustment that affects the number of credit hours you are taking prior to the last day for a tuition refund, you may be entitled to a partial tuition refund. You must apply for the adjustment refund at Admissions and Records.

Housing Refunds: See Appendix E.

R-S

Registration 293-2121

What has come to be known as "pre"-registration is a process which allows students to establish a proposed schedule of classes with their adviser. Pre-registration happens for three weeks in the Fall and three weeks in the Spring. If you wish to have any say about your schedule, pre-register. Students who don't pre-register get what's left over! Watch for more information about pre-registration in the DA. If you're not sure you'll return the next semester, pre-register anyway. It doesn't cost you anything.

Religion

Religious facilities in Morgantown and opportunities to share your religious beliefs are as varied and diverse as the University community, so whether you are interested in continuing an established pattern of involvement in religious organizations or in learning more about religion in general through courses in the Religious Studies Department, the opportunities are here. In the Yellow Pages of the Morgantown phone book, you can find a listing of area churches and synagogues, all of which welcome student attendance and participation. Several denominational offices are housed in the Campus Ministry Center, 293 Willey Street (292-4061). For a list of University recognized student organizations affiliated with particular religious denominations, see "Student Activities — Student Organizations Services Division". Also, see "Days of Special Concern."

Representing the University

Representing the University at social, cultural, academic or sporting functions is a responsibility you should take seriously. To represent the University in public appearances, you must be enrolled in the University and must meet the eligibility requirements of the department or school in which the activity originates. Also see "Absence."

Residence Hall Association (RHA) 293-7656

RHA is the central governing unit of all of the residence halls. RHA is made up of students, and in a real sense is the student's voice in the residence halls. RHA listens and responds to your concerns and suggestions. If you want to be heard, join RHA. RHA is a member of the National Association of College and University Residence Halls (NACURH). Hall residents may also be nominated to the National Residence Hall Honorary based on academics and leadership.

Residence Halls (not Dorms) 293-4491

The term you are supposed to use to describe on-campus housing.

University-owned residence halls are very convenient to campus, relatively inexpensive, and conducive to learning; besides, the Food Service saves you the hassle of cooking. Residence Hall staff work closely with leaders of RHA to enhance living conditions in the halls. Staff members consist of professional, graduate, and undergraduate personnel.

All single first-year students (including transfer students with less than 28 credit hours) are required to live in University housing. The residence hall program is committed to the intellectual and interpersonal development of its students. An on-campus living environment provides academic support and a variety of programs/activities designed to facilitate student success at West Virginia University. **Only the following housing exceptions will be considered:**

(1) Students living within commuting distance who plan to reside with their parents,
(2) Married Students,
(3) Students with children.

More information about life in the halls, policies and procedures can be found in the EYES & 'EERS and in the contract. Also, see Appendix E.

Residence Life 293-5079

You guessed it, these folks are responsible for the "living" part of the residence halls. The division has the responsibility of ensuring that life in the halls is comfortable, supportive, challenging, fun and exciting. All in all it's a challenging but exciting responsibility. If you have questions or concerns about life at WVU or in the halls, Residence Life staff are always available.

Restriction 293-2121

Can occur if you owe money to WVU. If your records are placed on restriction, you cannot get copies of your transcript, you cannot register for classes, and you cannot get your diploma (this is not good!) until your debt is paid and your records are cleared. For more information, call Admissions and Records at 293-2121.

Rhodes Scholars

WVU has the distinction of having sent 24 Rhodes Scholars to Oxford University which ranks us up there with some of the best schools in the nation. This is an accomplishment of which all students can be proud!

ROTC 293-2911 (Army) 293-5421 (Air Force)

Common abbreviation for Reserve Officer's Training Corps. It is a combined University-military program designed to provide qualified leadership for the Armed Forces. WVU offers two and four year programs of instruction in Military Science (Army ROTC) and Air Force Aerospace Studies (Air Force ROTC). There is no commitment to a military career or service during the freshman and sophomore courses, unless you have a ROTC scholarship. A student may drop the course just like any other course offered by the University. The junior and senior years are for cadets who have completed a summer training program and have been selected for the advanced program. Successful completion of these programs and degree requirements normally leads to a commission as a second lieutenant in a component of the Army or in the Air Force. The Army has no uniform requirements for freshmen and sophomores. On campus scholarships opportunities are available for Freshmen, Sophomores, and Juniors. ROTC credits can count towards graduation.

S

Safety and Security

Yes, WVU is very concerned about the safety and security of its students. See "Public Safety," "Crime Prevention," and "Emergency Phones."

Scholars Program 293-4126

The WVU Scholars Program provides scholarship opportunities to a variety of students as incoming freshmen. The awards include all-expenses-paid scholarship; tuition-and-fees-only scholarships; scholarships for high school valedictorians, for African American students, for National Merit finalists and for West Virginia high school students nominated by their principals for the WVU High School Leadership Award. Students wishing to be a part of the WVU Scholars Program should apply for admission before Jan. 15th.

School Colors

Old Gold and Blue.

Senior (89 or more credit hours)

Members of this subspecies are instantly recognizable on campus as they never carry books, pencils, or paper during the first and often remaining weeks of class. Often they will be overloaded with courses like Math 3, English 2 and Spanish 3 because they "forgot" to take them as underclassmen. Toward the second semester this subspecies will subdivide into two distinct groups — one that has plans after graduating and one that wonders if they will graduate.

Service-Learning Programs 293-8761

Don't want to wait till after graduation to be active, to make a difference or a contribution? The Office of Service-Learning programs is the place to find out which classes, majors, and academic clubs have community service projects as part of their curriculum. It helps to channel student energy, creativity, and intellect into valuable and rewarding service opportunities. It is also the place which publicizes opportunities for involvement in public service, provides resources for student groups that want to organize special events, and assists faculty who want to incorporate service-learning opportunities into the academic curriculum. Service activities can provide career exploration, skill development, introduce you to new experiences, to diverse people, makes you feel good about yourself, and provides meaningful linkages between academic life

and society. Theodore Roosevelt said that "this country will not be a good place for any of us unless we make it a good place for all of us to live." Martin Luther King reflected that "Everybody can be great because everybody can serve." What can you do to make a difference?

Sexual Assault Prevention and Education 293-6972

WVU has a full-time sexual assault prevention educator, located in the Student Health Service. The Sexual Assault Prevention and Education Program provides services and information to help reduce risks for becoming a victim and to help if you are or should become a victim. Included are educational programs for individuals, groups and organizations and resource lists on sexual assault, aggression and harassment. Victims and friends receive free confidential help, as well.

Sexual Harassment 293-5496

Sexual harassment is unwanted sexual attention from someone in a position to affect your work or academic advancement or that creates a hostile intimidating environment that negatively affects your ability to do your job or classwork. These advances may be verbal, written or physical, and may have a specific or implied connection to something like a grade, a promotion or a penalty. This is against the Law and WVU's policies. Know your rights about sexual harassment, keep a written record of any incidents, and consider using assertive communication and/or getting assistance. Contact the Affirmative Action Office in BI Stewart Hall to obtain further information whether or not you are sure you were harassed. They can also help you register a complaint. Avoid isolation and self-blame by talking with resource people in the Counseling Center, Sexual Assault Prevention and Education Program or the Sexual Harassment Liaisons located in every unit and department. Sexual harassment awareness programs can be arranged for individuals, groups and organizations by calling the Affirmative Action Office at 293-5496. See Appendix G.

Sexually Transmitted Diseases

Sexually Transmitted Diseases (STDs) include over 25 different viruses, bacteria, fungi, or parasites including older, more commonly known diseases (such as gonorrhea and syphilis) plus a number of once obscure but not nearly epidemic diseases (such as genital warts, chlamydia, and herpes). Most people who acquire STDs are between 15 and 24. Abstinence is the surest way to avoid STDs. If you engage in sexual activity: always use a condom (even when using other birth control). Assume any and every sexual contact places you at risk regardless of sex, race, creed, or good intentions. Restrict your sexual relationship to one mutually faithful partner. If you have questions, call Student Health Service at 293-6972. If you have symptoms, make an appointment to see a health care provider at Student Health. National STD toll-free hotline number: 1-800-227-8922.

Shell Building

See "Student Activities — Campus Recreation Division."

Shoplifting

It doesn't matter what it is — a car, a toothbrush or a pencil — in West Virginia it could be a felony. It isn't worth the risk.

SIGI-PLUS 293-2221

It's free; it's fun; it's a good way to find out more about your interests and values and how they might fit into different careers. To use SIGI-PLUS you use a computer terminal (don't panic-the computer even tells you which keys to hit) at your own pace, at your convenience. SIGI-PLUS is the newest generation of interactive computerized guidance programs. The new multi-user form covers all aspects of career decision-making and planning and is available at Career Services, Boreman South, Stalnaker Hall, and Evansdale Residential Complex.

Slang

From time to time, a new student may be confused upon hearing some strange jargon, some colloquialism, that is used to describe an activity, person, or geographic location. Here, then, is a short guide to some slang expressions and terms used at WVU:

CAC: Short for Creative Arts Center.

DA: Short for Daily Athenaeum, the student newspaper.

'EERS: A not-so-archaic short form of Mountaineer.

'Lair: Short for the Mountainlair Student Union, as in "Meet you out front of the 'Lair at noon."

Tailgating: An almost tribal ritual that occurs before every home football game. One does not even have to have a tailgate to tailgate. It is the merriment that goes on in the parking lot at Mountaineer Field prior to the games. Tailgaters are very friendly and will invite any passerby to come and partake of their goodies.

The Lake: Cheat Lake, about ten minutes east of town on U.S. 68. From the first good day of spring to the last fleeting day of autumn, the place to be. Lots of docks, lots of people, lots of fun. Watch out for the catfish, however. They nibble. More importantly, diving or jumping from the bridges may be hazardous to your health.

Polly Sigh: Short for Political Science.

Sunnyside: A five block section of University Avenue just up from the Business Building (where old Mountaineer Field used to be), known for its low-cost, low-profile bars and eateries.

Smoking Policy

WVU has a goal of achieving a smoke-free environment as near as practically possible. Smoking has been prohibited at Moun-

taineer Field (except the concourse), Hawley Field, and in all University buildings with the exception of specifically designated areas in the residence halls.

Social Justice 293-4160

The purpose of the President's Office for Social Justice is to see that students, faculty and staff of West Virginia University study and work in a climate of academic freedom and social responsibility, developing the skills, knowledge and self-esteem necessary for participation as world citizens.

The Office is committed to ensuring that all persons, including women; people of color; people with disabilities; gays, lesbians, bisexuals, and transgendered persons; veterans; and persons of different religions, ages, international, ethnic and economic backgrounds benefit from the many opportunities this institution provides.

There are six areas of service offered to faculty, staff and students:

- Advocacy
- Diversity Training
- Program/policy recommendations
- Information and referral
- Equal opportunity/affirmative action coordination
- Coordination of Americans with Disabilities Act compliance

Social Work, School of 293-3501

The School of Social Work provides professional education in social work including a BSW, MSW and a range of part-time and continuing education opportunities. For more info, contact the school at 293-3501.

Solicitation 293-4397

Location: Student Organization Services Office, Mountainlair Student Organization Wing

The term "Solicitation" is defined to include: (1) The sale of products or services; (2) The seeking of funds, signatures, merchandise or applications for services. Only WVU-recognized student organizations are permitted to conduct solicitation; individual students and informal student groups cannot. Commercial-for-profit solicitation is not permitted on University property except by contract with the University of West Virginia Board of Trustees.

Solicitation of funds on University property by WVU-recognized student organizations is permitted only with a concession permit, which must be obtained from, completed and submitted for approval by Student Organization Services. If the permit is approved, the profits from the solicitation must be solely for the direct use of a student organization. The concession permit must specify the bank account to which the income will be deposited. Student Organization Services reserves the right to audit the account, receipts and other relevant records before, during and after the solicitation event.

Sophomore (29 to 58 credit hours)

This species generally lives in an off-campus habitat and can be recognized by an air of confidence since he or she has finally learned the way around campus.

Sororities 293-8204

See "Student Activities — Student Organization Services Division."

Speaker and Open Forum Policies

WVU recognizes that freedom of expression and open communications is essential to education and supports the rights of students to listen to diverse points of view as expressed by speakers they may invite to the campus.

See also "Student Activities — Arts & Entertainment Division" and "Free Speech Activities."

Speech and Hearing Center 293-4241

The Speech and Hearing Center evaluates and treats speech, language and hearing disorders. You may seek help for stuttering, articulation, language and voice disorders. Contact the Center for an appointment.

Sports Clubs

See "Student activities — Campus Recreation Division and Student Organization Services Division."

Stansbury Hall

Stansbury is a landmark on campus (it was the gymnasium where Jerry West played for WVU). It now houses english, philosophy, humanities, the writing lab, ROTC, Campus Recreation, and basketball courts, golf cages, volleyball and badminton courts.

Staying at WVU

To stay at WVU you must not exceed the "allowable grade-point deficiency." This policy is explained in detail in the undergraduate catalog. Suffice it to say that if you don't understand how to compute grade-point deficiencies (and most students don't), your academic adviser will assist you. A key thing to remember is that staff and faculty at WVU want you to remain on campus. We like having you here. Your parents like having you here and we hope that you like being at WVU. Staff and faculty go to great lengths to teach courses, create services and develop policies that will support your efforts. If there is something that you need, don't hesitate to ask.

Steps

There are 125 steps (give or take a few — depending on which route you take) between Beechurst and the Mountainlair. Think positively as you trudge (or dash) up those flights each day. The exercise is good for you and you can honestly say you are "moving up" in the world!

Student Activities, Office of

Location: Mountainlair, 2nd Floor
Phone: 293-4406

Are you compelled to get the most out of your college experience? Want to fill that spare time? Need to free some of those pent-up anxieties? How about something fun to do? FUN? Did someone say FUN?

Well, here it is! The Office of Student Activities presents extracurricular activities through events, programs and services to the University community. And guess what? FUN is one of the themes here!

Student Activities' divisions specialize in providing you with lots to do!

Arts & Entertainment Division

Location: Mountainlair, 2nd Floor
Phone: 293-4406

Through the Arts & Entertainment Board (AEB), this division programs all of the arts and entertainment your little heart desires. The AEB is an 18-member, volunteer student board that is organized into six program series, each one concentrating on a specific area of entertainment or activity.

If you are interested in being a member of the AEB and entertaining WVU, keep a look-out during the month of February, when the AEB distributes applications and interviews for its new members!

For event information, call the Box Office at 293-8499 and for Gluck Theatre movie information, the Movie HOTLINE is also available at 293-3919. To purchase tickets to events, call Ticketmaster at 292-0220 or visit one of these local outlets: Mountainlair Box Office, Mountainlair; Creative Arts Center Box Office, Creative Arts Center; DeVincent's, High Street; Disc Jockey, Morgantown Mall.

Take a look at what the AEB does for you!:

CONCERT SERIES: Imagine an entire evening of your favorite music . . . live!! The Concert Series does more than just imagine. They feature performances by artists such as Whitney Houston, R.E.M., Tina Turner, Alan Jackson, Melissa Etheridge, Tribe Called Quest, Billy Joel, Gloria Estefan, Amy Grant, Cinderella, Robert Plant, Poison, Reba McEntire, Indigo Girls, EPMD, Das EFX and . . . well, the list goes on and on!

FILM SERIES: What's your favorite? . . . Romances? Westerns? Musicals? Action/Adventure? Science-fiction? You can see it in the comfortable Mountainlair Gluck Theatre where the Film Series shows movies every night but Monday and at the best price in town! Some movies are $1.50 for WVU full-time students and others are FREE! Beat that!

GALLERY SERIES: Drop by the Grandview Gallery on the second floor of the Mountainlair where the Gallery Series presents a new exhibition of the visual arts approximately every two weeks. Enjoy local and regional artists as well as nationally travelling exhibitions, from oils, watercolors and sculpture to video art, photography and crafts! Grandview Gallery Hours: Mon. through Fri., 10 a.m. to 10 p.m.; Sat. & Sun., noon to 9 p.m.

LECTURE SERIES: The Lecture Series strives to create a campus awareness of current ideas and issues. Lectures have featured topics such as "Europe On 84 Cents A Day" and issues such as abortion, drugs and civil rights. Recent speakers have included Mark Shields, Greg Louganis, Coretta Scott King, Sarah Weddington, Gary Hart, Madame Jehan Sadat, Dr. Jane Goodall and Terry Waite.

SPECIAL EVENTS SERIES: What more is there to do at WVU? Well, there's the week-long WVU Homecoming, featuring concerts, games and north central West Virginia's largest parade. Then, of course, there's the Woodburn Hall Holiday Lighting Ceremony, the Fiddle Contest, which is part of the traditional Mountaineer Week.

UNIVERSITY ARTS SERIES: The Arts Series features nationally touring, professional performances in music, dance and theatre. From New York, Chicago, Pittsburgh and Moscow they travel! They perform such fantastic shows as "West Side Story" and "Annie" and they present classics like "Hamlet" and "The Nutcracker." George Winston, George Benson, American Indian Dance Company, B.B. King and the New York City Opera have all performed as part of the University Arts Series.

Campus Recreation Division

Location: 44 Stansbury Hall
Phone: 293-5221

Okay, so what is there left to do? Only one of the most popular past-times in the U.S. — sports and recreation! Not only is this stuff FUN (There's that word again) to do, but it can be relaxing and/or exhilarating! Take a look at what's offered:

OUTDOOR RECREATION CENTER

Location: Mountainlair, Ground Floor
Phone: 293-2203
Hours: Mon. through Fri., 8:30 a.m. to 5 p.m.; Sat. & Sun., 10 a.m. to 2 p.m.

Make no mistake about it, whether you are an occasional outdoor individual or a hardcore wilderness nut, the Outdoor Recreation Center is the place to be! Want information on ski conditions, area resorts, parks and forests? WE'VE GOT IT! Need to rent camping, skiing (downhill and cross country), hiking, backpacking, softball, volleyball, racquetball or tennis equipment? Even better, how about at the best price in town? WE'VE GOT IT! Interested in taking a cycling, hiking, whitewater rafting or skiing trip? WE'VE GOT IT! Want to get involved in a sports club, like rugby or rowing? WE'VE GOT IT! Need an 'A' on that trig test? WE'VE GOT IT! (Okay, so we don't have that.) Anyway, drop by the ORC and see what we've got for YOU!

CRAFT CENTER

Location: Evansdale Residential Complex (formerly Towers), Braxton Tower, Ground Floor

Phone: 293-3614

Mon. through Thur., noon to 9 p.m.; Fri., 2 p.m. to 4 p.m.; Sun., noon to 9 p.m.

Relax ... Cool down ... Give yourself some quality time ... at the Craft Center, you can get away from it all! Learn craft skills, make gifts and enjoy the informal studio atmosphere of the Craft Center. You can come and go as you please here, where there is no classroom format. But you do get friendly help with techniques and designs in creating crafts such as jewelry, candles, hand-built and wheel-thrown clay pottery and cool clothing that you batik or tie-dye. Better yet, it can cost you only your spare change, because all materials are available at cost! Ah, come on ... try out the Craft Center; make and do something good for yourself!

INTRAMURAL SPORTS

Location: 44 Stansbury Hall

Phone: 293-5221

Hours: Mon. through Fri., 8:15 a.m. to 4:45 p.m.

Do you want to compete? Do you want to have fun and fill up your spare time? Then GET UP, GET OUT, GET ACTIVE! Play Intramural Sports! It doesn't matter who you are, you can play! Most sports accommodate women's, men's and co-recreational teams, as well as teams based on how much fun or competition you wish to have. The roster includes flag football, basketball, softball, indoor and sand volleyball, broomball hockey, indoor and outdoor soccer, bowling, wrestling, tennis, racquetball, golf, field-goal kicking, whiffleball, riflery, billiards and sports trivia. Better yet, although some sports have a nominal entry and/or forfeit fee, many others are FREE! To register an Intramural Sports team, call the number above or stop by the office. So get to it ... what have you got to lose? (Well, it is sports you know.)

And hey! If you are interested in officiating competitions, give the Intramural Sports Office a call. No experience required; only knowledge of the game!

INFORMAL RECREATION

Phone: 293-5221

Black tie and tails are not required here! The University offers a wide variety of recreational facilities that are scheduled for your use whenever possible. In fact, with a little effort, you can put together an exercise program ... for FREE! To reserve facilities, call the telephone number above. Student IDs are required upon entering any of the facilities.

Coliseum

OPEN: M-F, 5-10 p.m. • Sat., 10 a.m. -5 p.m. • Sun., 12-5 p.m.
—8 racquetball courts (Reservation required)
—2 squash courts (Reservation required)
—Steam room
—16 tennis courts — 10 are lighted (Reservation required)
—Unlighted Outdoor track (400 meters)
—Unlighted outdoor play fields

Evansdale Residential Complex
(formerly Towers)
OPEN: Daylight times (Complex is not lighted)
—4 tennis courts
—1 outdoor basketball court
—1 outdoor volleyball court
—Outdoor play fields

Natatorium

OPEN: M-F, 12-1 p.m. • T, Th, F, 7-10 p.m. • Sat., Sun., 4-8 p.m.
—Indoor swimming pool (wheelchair lift available)

Shell Building

OPEN: Call for information
—Indoor track (200 meters)
—Weight room
—3 Indoor basketball courts
—3 Indoor volleyball courts
—3 Indoor soccer courts

Stansbury Hall

OPEN: M-F, 4-7 p.m. • Sat., 10 a.m. -5 p.m. • Sun., 12-5 p.m.
—5 Indoor basketball courts
—4 Indoor volleyball courts
—10 Indoor badminton courts
—Golf driving cages

Chestnut Ridge (Health Sciences Center Hill)

OPEN: Daylight times when fields are not in use for Intramural Sports Competition.
—Outdoor play fields

Radio Station

Location: Mountainlair, 1st Floor

Phone: 293-3329 or the Request Line at 293-FM92 or Fax them at 293-7363.

WWVU-FM, 91.7 on the dial but endearingly referred to as U-92, is YOUR radio station. Student operated and student funded, "The New Music Pioneer" operates 24 hours a day throughout the year, offering a wide variety of alternative programming. Now celebrating its 13th year on the air, U-92 brings you everything you need: University, Morgantown, and state news, sports, including Associated-Press-award-winning coverage of the WVU Women's Basketball Action, and public service programming. Chances are you'll even find them broadcasting from places you would least expect (Don't look in your shower!).

Toward the end of 1993 the station underwent a power increase that boosted its signal from 380 to 2,600 watts. That upgrade now

allows listeners from Clarksburg (WV) to Greensburg (PA) to Frostburg (MD) to join in on the "cutting edge" of today's music and programming.

But music is the gist of any radio station and U-92 does it better and more diversely than any other around! In fact, most of the country seems to think so too! Last year the station was one of five nominees for College Station of the Year as decided by the radio trade, Gavin Magazine. When the station is not turning the best in alternative, college-oriented rock, you can catch one of its specialty shows, such as the Jazz, Reggae and Classical Shows. Other shows that are not so self-explanatory include "The Euphoria Garden" (New Age), "No Remorse" (Heavy Metal) and "The Urban Diner" (Urban Black). So no matter what your taste, U-92 meets the needs of your palette with the best and newest!

All positions are held by students, who major in fields from engineering to business. So if you are interested in being heard from coast to coast (or at least in the tri-state area) or you would like to get involved behind the scenes, stop by at the beginning of each semester and fill out an application.

Student Administration

Location: Mountainlair, Student Organization Wing, PO Box 6444

293-4403 for President

293-3814 for Vice President, Attorney General and Treasurer

293-3813 for Board of Governors and Executive Committees

Government of the students, by the students and for the students! (To coin a phrase.) Student Administration (S.A.) is the representative voice of the WVU student body, and is divided into three branches: Executive, Legislative and Judicial. Student Administration President and Vice President, Board of Governors and Athletic Council representatives are chosen in the February election, in which all students are eligible to vote. All other positions are filled through an application process, for which applications are available in early March and again in September. Get involved in your student government today!

EXECUTIVE BRANCH: This branch is composed of an elected president and vice president and an appointed treasurer, attorney general and executive committee chairpersons. Positions on the executive committees are great opportunities for students to get involved in the political process at WVU. Applications for these positions are available to all students. Executive committees include: Voters Registration, Volunteerism, Student Rights and Social Justice, City Council Relations, State Government Relations, Safety, Transportation, Student Facilities and Services, Environmental Concerns, Activities, Business Relations, Education, Curriculum and Instruction, Publicity, Technology, Fundraising, Housing and Elections. In addition to these committees, the Bureau of Finance is the executive component that reviews the Student Administration budget and grants funds to WVU student organizations.

This year's president and vice president are none other than Pat Esposito and Jason Ross. If you haven't met Pat and Jason yet, stop by the Student Administration offices in the Mountainlair and make it a point to get to know them. They're working hard to represent you!

LEGISLATIVE BRANCH: The Board of Governors is composed of eleven elected individuals who pass legislation and work on projects like campus safety, student housing and beneficent actions for the University community.

Governors for the 1995-96 term are: Missy Albert, Salene Mazur, Erin Baker, Lisa Moore, Doug Edmonds, Amy Rodriguez, Jill Goldberg, David Shanton, Jeff Hudson, Melvin Sperry, Brad Keller.

JUDICIAL BRANCH: This branch's sole body is called the Judicial Board. It rules on conflicts within S.A., certifies all S.A. elections and addresses other judicial matters, such as impeachment and removal from office, as necessary. Applications are available to all full-time WVU students.

ATHLETIC COUNCIL: In addition to S.A.'s three branches, students elect two representatives to the University Athletic Council, which influences policy on athletic events. This term's representatives are Katie Brown and David Cohen.

Student Organization Services Division

Location: Mountainlair, Student Organization Wing, PO Box 6444

Phone: 293-4397

College is where you learn, right? Well, the classroom is not the only place one can do that! Being involved in some student organization is a great way to round out your college career. You meet lots of people, using your time productively AND have tons of FUN! (As if you would want to do that!)

FRATERNITY & SORORITY SYSTEM (293-8204): WVU has one of the most recognized Greek systems in the U.S., with more than 20 percent of the student population being active in a social fraternity or social sorority. These social organizations, governed by the WVU chapters of the International Panhellenic Council, the Interfraternity Council and Pan Hellenic Association, are visible on campus through philanthropic activities, community service projects and many University events. If you are interested in a fraternity or sorority, keep your eyes peeled in the early weeks of the Fall and Spring semesters for Rush, which is the process of selecting and joining a Greek organization.

Fraternities and sororities are not administered by, controlled by, or a part of WVU. However, WVU recognizes fraternities and sororities and allows them to participate in activities on campus if they comply with certain conditions. Here are a list of fraternities and sororities recognized by WVU:

Fraternities

Alpha Gamma Rho
Alpha Phi Alpha
Beta Theta Pi
Kappa Alpha
Kappa Alpha Psi
Kappa Delta Rho
Kappa Sigma
Omega Psi Phi
Phi Beta Sigma
Phi Delta Theta
Phi Gamma Delta

Phi Kappa Psi
Phi Sigma Kappa
Pi Kappa Alpha
Pi Kappa Phi
Sigma Chi
Sigma Nu
Sigma Phi Epsilon
Tau Kappa Epsilon
Theta Chi

Sororities

Alpha Kappa Alpha
Alpha Omicron Pi
Alpha Phi
Alpha Xi Delta
Chi Omega
Delta Gamma
Delta Sigma Theta
Kappa Delta
Kappa Kappa Gamma
Pi Beta Phi
Sigma Kappa
Zeta Phi Beta

STUDENT ORGANIZATIONS (293-4397): So you wanna be in a student organization, eh? Well, you've got quite a variety from which to choose. WVU has more than 200 student organizations, one or more of which will undoubtedly fit the bill just for you! And if one doesn't then — HEY!, create your own! (That's the way student organizations are born!)

Being a member or leader of a student organization will most likely be one of your fondest memories of college. It's how you meet people with similar interests and goals, where you'll learn a lot (about whatever it is that organization does) and where you'll have loads of fun!

NOTE: Student Organizations are not administered by, controlled by, or a part of WVU. However, WVU recognizes student organizations and allows them to participate in activities on campus if they comply with certain conditions. Take a moment to persue the plethora of student organizations recognized by WVU:

Cultural and International

Organizations for students who have a personal or professional interest in a particular culture, nation and/or language.

African Students Association
Celtic Culture Club
Chinese Student Association
Chinese Students and Scholars Association
Collegiate Society for International Affairs
Filipino-American Student Association
Global Opportunities Organization
Hellenic Association
Hispanic Association
India Association
International Student Association (ISA)
Iranian Students Association
Japanese Club
Korean Student Association
Malaysian Student Association (MASA)
Pakistan Student Association
Russian Circle

Honoraries

Organizations that honor students for their achievements. They are based on class rank, major field of study or extra-curricular involvement.

Alpha Epsilon Delta (Pre-Medical)
Alpha Omega Alpha (Medical)
Alpha Pi Mu (Industrial Engineering)
Beta Alpha Psi (Accounting)
Beta Beta Beta (Biology)
Chi Epsilon (Civil Engineering)
Chimes (Sophomore)
Eta Kappa Nu (Electrical)
Golden Key National Honor Society (Top 15% in GPA of University students)
Helvetia (Sophomore)
Kappa Kappa Psi (Band)
Mortar Board (Senior)
Mountain (Senior/Graduate & Leadership)
Mu Tau (Medical Technology)
Omega Chi Epsilon (Chemical Engineering)
Order of Omega (Social Fraternities and Sororities)
Order of the Grail (Junior)
Phi Alpha Theta (History)
Phi Delta Phi (Law)
Phi Sigma Pi (General)
Phi Upsilon Omicron (Home Economics)
Pi Epsilon Tau (Petroleum Engineering)
Pi Sigma Alpha (Political Science)
Pi Sigma Sigma (Political Science)
Pi Tau Sigma (Engineering Sciences)
Psi Chi (Psychology)
Rho Lambda (Greek Honorary)
Scabbard and Blade (Military Science)
Sigma Delta Pi (Spanish)
Sigma Delta Tau (Academic)
Sigma Gamma Epsilon (Earth Sciences)
Sigma Lambda Alpha (Landscape Architecture)
Tau Beta Pi (Engineering Sciences)
Xi Sigma Pi (Forestry)

Military

Organizations for students whose major field of study is military science, are involved in ROTC or have an interest in the topic.

Arnold Air Society — Charles E. Yeager Squadron
Semper Fidelis Society
Silver Wings Society

Topical & Professional

Organizations for students who (currently or in the future) are majoring in a particular field or otherwise interested in a particular topic. Organizations geared toward graduate- or professional-level students are noted with an asterisk (*). In addition, there is the Graduate and Professional Student Association.

Agricultural Sciences & Forestry
- Agricultural and Resource Economics Club
- American Society of Interior Designers (ASID)
- Block and Bridle Club of WVU
- Fashion Business Association
- Forest Products Society
- *Graduate Resource Economics Club
- Mountaineer Collegiate F. F. A.
- Plant and Soil Sciences Club
- Professional Recreation and Parks Society
- Sigma Alpha
- Society of American Foresters
- Student Society of Landscape Architecture
- Student Society of the Wildlife Society

Business & Economics
- Accounting Club
- Business and Economics Club
- *Industrial Relations Student Association
- *MBA Association
- M. P. A. Association
- Society for Human Resource Management
- Sport Management Club
- Student Marketing Club
- Thompson's Economics Club

Engineering Sciences
- American Institute of Chemical Engineers
- American Society of Aeronautics and Astronautics
- American Society of Civil Engineers
- American Society of Mechanical Engineers
- American Society of Safety Engineers
- Association for Computer Machinery
- Electrical and Computer Engineering Student Adv. Board
- Industrial Hygiene Student Association
- Institute of Industrial Engineers
- National Society of Black Engineers
- Society for Mining Engineers of AIME
- Society of Automotive Engineers
- Society of Mineral Processing Engineering
- Student Chapter of the Society of Petroleum Engineers

Health Sciences
- *Academy of Dentistry for the Handicapped
- Academy of Students of Pharmacy
- American Association on Mental Retardation
- *American Association of Women Dentists
- *Christian Medical and Dental Society
- *Delta Sigma Delta (Dental Professional Fraternity)
- Health Careers Assistance and Preparatory Association
- Lambda Kappa Sigma (Pharmacy Professional Fraternity
- Medical Student Alliance
- *Psi Omega (Dental Professional Fraternity)
- Student American Dental Hygienists' Association
- Student Dietetics Association
- Student Nurses' Association

Human Resources & Education, Social Work
- Association for Young Children
- Council for Exceptional Children
- Council of Teachers of English
- Graduate Social Work Organization
- Music Educators National Conference
- Music Teachers National Association
- Nu Tau Omega (Gerontology Club)
- Student Education Association
- Undergraduate Social Work Organization

Journalism & Communication
- Advertising Club
- Public Relations Student Society of America (PRSSA)
- Society of Professional Journalists (SPJ)

Law
- *American Bar Association
- *Black Law Student's Association
- *Christian Legal Society
- *Environmental Law Society
- *Hispanic Law Society
- *Labor and Employment Law Association
- *Law Veterans' Association
- *Lawyer's Guild
- *M. E. Lugar Trial Association
- *Moot Court Board of WVU
- *Phi Delta Phi
- *Student Trial Lawyers Association
- *Volunteer Law Clerks Association

Liberal Arts, Creative Arts, & Sciences
- American Chemical Society—Student Affiliate
- English Club
- Geology Club
- Horn Club
- International Affairs Club
- Philosophy Club
- Pre-Law Society
- Psychology Club
- Sigma Gamma Epsilon (Earth Sciences)
- Society of Physics Students
- Student Association of Public Administrators

Political, Environmental & Special Concerns

Organizations for students interested in topical conversation, fellowship and/or activism with political parties, as well as movements or concerns in the political, environment/ecological and diversity/multicultural/minority arenas.
- Amnesty International
- Bisexual, Gay and Lesbian Mountaineers (BiGLM)
- Black Unity Organization (BUO)
- Board of Student Advisers
- Campus Parents Association
- College Republicans
- Companion Communities for Development Alternatives
- Constitutional Alliance
- Debate and Forensic Association
- Female Equality Movement
- Graduate & Professional Student Association
- Mountaineers for Life
- National Abortion Rights Action League (NARAL)
- Organization for Native American Interests
- Organization of Adult Students in School (OASIS)
- Public Interest Advocates
- Speech Team
- Society of Religious Skeptics
- Student Mountaineer Caucus
- Student Sierra Coalition
- Students for Barbara Fleishauer
- Students for Brian Gallagher
- Students with Disabilities
- United We Stand America
- Veterans Association of WVU
- Young Democrats
- Young Socialists Alliance

Religious

Organizations for students interested in fellowship with others of their faith (N-D represents Non-Denominational)
- Bahai Club (N-D)
- Baptist Student Union (Baptist)
- Bible Studies of WVU (N-D Christian)
- Campus Crusade for Christ (Protestant)
- Campus Light Ministries (N-D Christian)
- Canterbury Student Fellowship (Episcopalian)
- CHI — Students For Christ (N-D Christian)
- Christian Student Fellowship (N-D Christian)
- Hillel House (Jewish)
- Lutheran Student Movement (Lutheran)
- Muslim Student Association (Islam)
- Newman Organization (Catholic)
- Student Association of Church of Jesus Christ of Latter Day Saints

Service

Organizations for students who are particularly interested in doing service for the University, Morgantown community and/or the region.
- Alpha Phi Omega (APO)
- Alpha Zeta
- Bennett Hall Council
- Best Buddies of WVU
- Big Brothers/Big Sisters of WVU
- Boreman Hall Council
- Braxton Hall Council
- Brothers and Sisters Against Drunk Driving (BADD)
- Circle K International
- Collegiate 4-H Club
- Dadisman Hall Council
- Habitat for Humanity
- Intergenerate!
- Lyon Hall Council
- Mountaineer American Red Cross Club
- Mountaineer Council
- Residence Hall Association (RHA)
- WV Supports

Sports & Recreation

Organizations for students who are interested in a particular sport, hobby or type of recreation. Many of these compete with other colleges and universities. The Sports Club Federation (SCF) represents many of the competition oriented clubs as a group.
- Amateur Radio Club
- Astronomy Club
- Ballet Ensemble
- Bicycle Racing Club of WVU
- Bowling Club of WVU
- Chess Club
- Chung Do Kwan Martial Arts Club
- Crew Team
- Cricket Club
- Equestrian Club
- Fencing Club
- Folk Dance Club
- Friends of Old Time Music
- Golf Club of WVU
- Ice Hockey Club
- Lacrosse Club
- Monongamoot (Science Fiction Appreciation)
- Mountain Bike Club
- Mountain Jazz Dance Company
- Mountaineer Gaming Association
- Nin-Po Society
- Odyssey of the Mind
- Orchesis Modern Dance Ensemble
- Paintball Club
- Physical Education Majors Club
- Racquetball Club
- Rugby Football Club
- Scuba Club
- Ski Club
- Ski Team
- Sports Club Federation
- Sports Management Club
- Student Grotto (Spelunking)
- Tae Kwon Do
- Trekkers Guild of WVU

Whitewater Club (Whitewater Rafting)
Women's Field Hockey Club of WVU
Women's Ice Hockey Club
Women's Lacrosse Club
Women's Soccer Club
WVU Skydivers

Student Administration 293-6972

See "Student Activities — Student Administration."

Student Affairs 293-5811

The Division of student affairs tries to enhance the development of students and meet their needs and concerns. Its objectives include getting students to integrate in-classroom with out-of-class learning and establishing a climate in which each student may be challenged to higher levels of intellectual, personal and social growth. The major departments within Student Affairs include: Admissions and Records, Career Services, Center for Black Culture and Research, Counseling Services, Financial Aid, Housing and Residence Life, Mountainlair, Student Activities and Educational Programming, Student Life and Student Health Service.

Student Assistance Program 293-6972

The Student Assistance Program is a counseling, education and information program for students who are concerned about their drinking or drug use or about alcohol or drug misuse in their family. It is housed in the Health Service on the ground floor of the Health Sciences Center. The Student Health staff responsible for this program are not people who will judge you, criticize you, or moralize with you about your health and well being. They are there to listen to you, to help you understand the nature of alcohol and drug abuse and get you into a program to meet your needs. Services available include consultations, individual alcohol/drug counseling, alcohol/drug awareness groups for students who want to learn more about the nature of alcohol and drug abuse. Adult Children of Alcoholics (ACOA) group, and support group for students with drinking or drug problems. For more information, call 293-6972.

Student Foundation

See "Foundation."

Student Health

See "Health Services."

Student Life 293-5611

1. Something WVU needs more of
2. Has to do with the 60 or so hours a week you're not sleeping, eating, in class or studying

The Office of Student Life, located in E. Moore Hall (the building with majestic pillars across the street from the 'Lair) coordinates many important services, for example:

Betty Boyd Emergency Student Loan Fund: (293-5611) This fund was established in memory of former Dean Betty Boyd to provide the Dean of Student Life access to funds for students facing a financial crisis. The Dean or designee will negotiate a note for an amount not to exceed $500.00 and issue a check to the student. An emergency loan application will also be completed and an agreement will be made for repayment of the loan.

New Student Orientation (293-6871) is planned and carried out by Student Life personnel. They are responsible for ensuring that your orientation is as productive, informative and fun-filled as possible. They are not responsible for math placement test scores, the hilly terrain or the weather. They introduce students to staff and faculty in their proposed major, help with the registration process, give exciting campus tours and, in general, make people feel welcome. If you're interested in becoming a Student Assistant, just give us a call.

Local/Commuting Freshmen: (293-5611) All freshman students who have received permission to live off campus are strongly encouraged to contact Student Life. This office plans special programs and activities to help involve local/commuting students in campus life.

National Student Exchange: (293-6871) The National Student Exchange Program offers WVU students the chance to study at one of its more than 124 member schools located throughout the United States for the regular tuition cost that they are paying now. In some cases, you may be able to pay in state tuition to the host college/university. This unique program affords students the opportunity to continue studying in their major fields while enjoying a new collegiate environment. If you are interested in exploring the new opportunities and adventures awaiting you in the National Student Exchange Program, stop by Room 303 Elizabeth Moore Hall.

Office of International Students and Scholars: (293-3519) From the first day of orientation to graduation, this office (also part of Student Life) is often a focal point of many international students' lives on campus. The office serves to link students from other countries, WVU administration and faculty, US government agencies, and foreign embassies and consulates. It's also a great place for international and American students to hang out. If you're an international student and you need some support or advice, it's a good place to go and if you're an American student, it's a great place to learn more about different cultures, people, and countries.

Judicial Programs: (293-5611) Any questions related to disciplinary procedures, due process, rules and regulations should be referred to the Office of Judicial Programs in the Office of Student Life in Elizabeth Moore Hall. Also, see "Appeals," "Due Process," and "Appendices A, B and C."

OASIS (293-5611) stands for Older Adult Students Information and Services. OASIS exists to help non-traditional students in acclimating to the University life-style. Services include student advocacy, referrals and information, and special programming. If you're a non-traditional student, looking for support, direction and meaningful activity, check with the Office of Student Life about OASIS.

Off-Campus Housing: (293-5611) Locating off-campus housing can be time consuming and even confusing. Off-campus housing staff can offer advice and a listing of available apartments, houses, mobile homes, sleeping rooms or privately owned residence halls. Note: Freshmen are required to live on-campus unless special permission is granted by the Department of Housing and Residence Life.

Service-Learning (293-8761): The Office of Service-Learning Programs helps to channel energy, creativity, and intellect into valuable and rewarding service opportunities. These service opportunities include volunteerism, experiential learning, and internships. Participation in service-learning activities helps instill a sense of social responsibility and provides opportunities for career exploration, skills development, curriculum enrichment, and the satisfaction of helping others.

Student Legal Services: (293-4897) The Student Legal Services Office provides full-time University students with legal advice and assistance. A licensed attorney is available by appointment to students in legal matters and to provide educational programs. Questions concerning landlord-tenant controversies, consumer related disputes, criminal matters and family related issues should be directed to this office. It's a good idea to have your apartment lease reviewed by the Attorney for Students **before** you sign it.

Student Support Services (293-6629) is an innovative project on WVUs campus. Undergraduates apply to become members of this supplemental program which assists them to adjust to college life, to achieve the educational goals they choose, and to graduate from the university. Each student participates in individualized planning and small groups leveled for each college year. The project creates a smaller learning community while using the resources within the larger university.

While the project provides tutoring in many general cluster courses, it is more comprehensive, offering advising, academic counseling, mentoring, study skills, math review, writing improvement, career exploration, enrichment activities, advocacy, and referral to other campus and community resources. The project also offers a freshman class as an orientation to the university and the project services.

In cooperation with the Financial Aid Office, the project maximizes financial assistance to active participants who progress satisfactorily.

Funded by the U.S. Department of Education and free to participants, only a relatively small number of undergraduate students are selected through an application to the director based on such criteria as the first-generation-to-attend-college, federal financial guidelines, need for assistance, and West Virginia residency.

Apply early in the semester or before the semester begins. For information and application, visit the office in the Brooke Tower Lobby, or write P.O. Box 6430.

Withdrawing From the University:

1. If you ever consider withdrawing (at one time or another many students do!) talk to someone. . . anyone — to a counselor, your academic adviser, a student life officer, your RA, a good friend, or your parents. Withdrawing from WVU is a big decision — don't try to make it alone.
2. Students may withdraw (drop all classes) from the University any time before the last day regular classes are scheduled to meet.
3. To withdraw, students must come to the office of Student Life for an exit interview. The interview will take 15-20 minutes. Students should bring their ID and PRT card to the interview.

Student Organizations 293-4397

See "Student Activities — Student Organization Services Division."

Student Rights and Responsibilities 293-5611

Yes, you have rights and responsibilities as a WVU student! See "Appendices A, B and C. "

Student Support Services 293-6629

See "Student Life".

Study Abroad 293-3519

Don't Miss the Boat! Now is a great time to be planning your study abroad adventure! Overseas opportunities include internships, summer language study, and work/volunteer programs. WVU has sister exhange programs with Australia, Austria, Denmark, Germany, France, Japan and the United Kingdom. WVU is also a member of the International Student Exchange Program (ISEP). These programs enable you to pay WVU tuition and housing fees to study in over one hundred sites around the world. Academic credit and financial aid are applicable for most programs. Questions? For more info about these and other opportunities, contact the Study Abroad Advisor in G-16 E. Moore hall.

Study Skills Center 293-4997

Contrary to popular belief the University Study Skills Center doesn't just teach students how to improve their reading skills. At the Center, students can receive individual help with test taking strategies, reading comprehension, note taking techniques, vocabulary building techniques, and speed reading. The Center offers extensive educational software that students can work through at their own pace. Professional test preparation, e.g. GRE, PPST, is available. The Center offers a special Study Skills Orientation 1 course. The Center is open from 8:30 a.m. to 4:30 p.m. Monday - Friday. The Center is located in Room 139 Stansbury Hall, right across the street from the Beechurst PRT station. Students are invited to introduce themselves to the Center staff by visiting or calling.

Studying

This is an activity in which you should engage daily. Some say a good rule of thumb is to study about two hours for every one-hour lecture. *The Surgeon General has determined that WVU Students who do not study will not be WVU students for long. Accordingly she has also announced that there have been no reported fatalities due to reading history, literature or geology texts. Remember, you heard it here!* If studying is difficult for you or if you want to learn to study more efficiently, visit the Study Skills Center or Residence Life Learning Cener nearest you.

Syllabus

1. A summary containing the main topics of a speech, book or a course of study.
2. All your courses must have one so make sure you get one for each class. It's a handy guide to reading assignments, test times, and a good outline for studying. Read it carefully and keep it where you can find it when you need it.

T

Telephone (on campus)

A modern convenience available in each residence hall room and, for a great initial hook-up fee, in most student apartments. They come in a variety of shapes and colors (we liked the sleek grey executive phone) and can be rented or purchased.

Telephone exchanges/procedures for the University campus are quite easy to follow. On a university phone (located in the halls, 'Lair, campus and office buildings), you can reach any on-campus number by dialing 3 plus the last 4 digits. If you forget and dial the 293 you will get a loud irritating tone. Off-campus numbers can be reached by dialing 9, then the complete number.

In the halls, local calls are free. You do, however, have to pay for the "phone home" calls. To make long distance calls, you will need a personal security code (PSC) which you can obtain from the long distance service representative in G-114 Bennett Tower. Additional WVU Residence Hall dialing instructions and information can be found in the *Eyes & 'Eers.*

Theatre

The Division of Theatre and Dance, part of the College of Creative Arts, produces 4 dramas, an opera, and 5-6 workshop plays in its regular season.

Professional-quality presentations showcase the work of students in acting, design, puppetry, play-writing, and dance.

Performances are staged in the intimate Studio Theater, the large Concert Theatre, or the tiny Classroom Theatre. Student "previews" are held for most shows.

For ticket information see "Box Office". Also see "Movies", "Performing Arts", and "Student Activities — Arts & Entertainment Division".

Tickets

1. Those nasty yellow slips that magically appear under windshield wipers. — Yes, you have to pay them. If you neglect to fork over the bucks you cannot register, obtain transcripts or your diploma. It's not a pretty picture.!
2. For information on more fun tickets

(athletic, cultural, etc.) see "Box Office."

Towers Complex

See "Evansdale Residential Complex."

Trademarks 293-7132

West Virginia University owns and licenses the following trademarks:

1. The words "West Virginia University"
2. The West Virginia University Seal
3. The buckskin-clad Mountaineer with long rifle
4. The "Flying WV"
5. The letters "WVU"
6. The words "West Virginia Mountaineers"
7. The athletic script "West Virginia"
8. Any combinations of the above

The above trademarks are registered with the U.S. Patent and Trademark Office, the Secretary of State for the State of West Virginia, the Registrar of Trademarks in Canada and/or are claimed by the doctrine of "First and Continuous Use." Unauthorized use of the West Virginia University trademarks is strictly prohibited.

Royalties collected from the licensed commercial use of the trademarks have exceeded one million dollars and help provide academic scholarships for WVU students through the WVU Scholars Program.

For more information regarding use of the WVU trademarks, contact Trademark Licensing Services in Stewart Hall.

Traditions

Like most institutions that have been around for several years, WVU is enriched by many traditions. To name a few:

—Homecoming Week
—Mountaineer Week
—Link Day (When honor society members are initiated)
—Summer Orientation
—Pitt-WVU rivalry
—Weekend of Honors

Transcript 293-2121

An official document that outlines your courses and grades. To get one you need to go to Admissions and Records and fill out a form (or send a letter requesting the transcript). It will take 48 hours from when you fill out the form to when you get an official copy in your hand and it will cost $5.00. Priority transcript (30 minutes) service is available at Admissions & Records for $8.00 per copy. A student signature is required. No phone requests are accepted.

Transfer to WVU

1. A good decision
2. Transfer students are students who have successfully completed any college level work after graduation from high school. Transfer students must have a 2.00 or better grade point average. See the Undergraduate Catalog for individual program requirements.

Transfer from WVU

1. To transfer credit you will need a transcript and probably an undergraduate catalog — see "Transcript."
2. Catalogs from other schools — none as wonderful as WVU are available in the Reference Room of Wise Library on the Downtown Campus.
3. For more info write to the Director of Admissions at the institutions to which you wish to transfer.
4. Contact Student Life at 293-5611 for an exit interview.

Transient Student 293-2121

If you want to take a course for credit at another school you have to get written approval in advance from your adviser, the dean of your school or college, and Admissions and Records; you must have at least a 2.0 GPA; and you will have to get at least a C in the course if it is taken at a school outside the University of West Virginia Board of Trustees system in order for WVU to accept the credit. Check with Admissions and Records for more information.

Transportation

WVU Buses — 293-5627
City Buses — 291-7467
County Buses — 291-7266
ACT Bus — 293-7278
TAXI — 292-3336 or 7441

This depends on where you want to go. The PRT will take you to each campus as well as downtown (see "PRT" section). WVU buses can take you from campus to campus when the PRT isn't running or from the Coliseum to the Engineering PRT station. WVU Bus hours are as follows:

Monday thru Friday:

Buses depart from the Coliseum Blue Gate for the Engineering PRT Station every 10 minutes Monday through Friday from 7:30 a.m. - 5:00 p.m., and every 15 minutes from 5:00 p.m. - 10:00 p.m. Buses depart from the Mountainlair for the Evansdale Campus and the Health Sciences Center Monday thru Friday, every half hour beginning at 10:30 p.m. until 1:00 a.m., except Friday nights when the bus runs until 2:00 a.m.

Weekend Schedule:

Saturday — Buses depart the Mountainlair for Evansdale and the Health Sciences Center Saturday evening every 45 minutes beginning at 5:00 p.m. until 2:00 a.m.

Sunday — Buses depart the Mountainlair for Evansdale and the Health Sciences Center every 45 minutes beginning at 9:30 a.m. until 1:15 a.m. **(No PRT or Inter-Campus services on University Holidays, unless otherwise announced.)**

For information on city bus schedules call 291-7467, for the county bus schedule call 291-7266, for information on the ACT bus (Accessible Transportation for students with mobility impairments) call 293-7278 and for local cab rates call 292-3336 or 7441. City and County bus schedules are also listed in the University Directory.

Trespassing

Individuals who are authorized to have access to a residence hall or a University facility may be asked to leave if they are causing a disturbance or interfering with its peaceful and orderly operation. Persons not authorized to have access to a residence hall or a University facility may be asked to leave even though his or her presence is not causing a disturbance or interference.

Tuition/Fees (per semester)

*Subject to change.

New Resident Undergraduate	$1,096.00
Resident Graduate	$1,168.00
Non-Resident Undergraduate	$3,392.00
Non-Resident Graduate	$3,507.00

Some students must pay additional fees based on their majors or course selection.

Tutoring

A great idea! If you need a tutor or want to be a tutor — at one time or another many students do — you have several options:

1. Math tutoring — in the Math Lab in 300 Armstrong Hall, phone 293-7273.
2. English (writing) in the Writing Lab at Stansbury Hall, phone 293-4460.
3. Call the WVU Tutoring Hotline, phone 293-2316.
4. The Study Skills Center in Stansbury Hall can help, phone 293-4997.
5. Talk to your professor; he or she may be able to recommend someone.
6. If all else fails, check the bulletin boards in Classroom buildings and the 'Lair.

Remember don't leave it until the last minute.

U

U92 (WWVU-FM)

See "Student Activities — Radio Station."

Undecided Major

See "General Studies."

Undergraduate Academic Services Center 293-5805

Busy "happening" place filled with exciting, supportive people. Located in the Student Services Center next to the Book Store. Areas advised in the Center include general studies, pre-biology, pre-business and economics, pre-BFL (dual degree program in business and foreign languages), pre-chemistry, pre-communication studies, pre-English, pre-foreign languages, pre-geology, pre-history, pre-interdepartmental majors (including pre-liberal arts), pre-journalism, pre-math, pre-medical technology, pre-nursing, pre-pharmacy, pre-physical therapy, pre-political science, pre-psychology, and pre-sociology and anthropology. "Special" students are also advised here. See "Advising" for more info.

University Arts Series

See "Student Activities — Arts & Entertainment Division."

Ultramontane

A term you will be tested on during your sophomore year — means of or pertaining to people or regions lying beyond the mountains.

Upperclassmen

Although this is a sexist term (the inclusive term would be upperclassperson or student) it is what all freshmen aspire to be. This breed of student distinguishes itself from underclassmen in the following ways:

1. *Usually their parents send them less money and expect them to work part-time.*
2. *Sometimes they have a car.*
3. *By now their parents have stopped sending them chocolate chip cookies.*
4. *They aren't waitlisted as frequently.*
5. *Hopefully they've learned the ill-effects of all nighters.*
6. *They are beginning to acquire grey suits with a faint pinstripe, funny looking ties, and uncomfortable pumps (usually only the women).*

V

Volunteering

See "Student Life-Service Learning" and "Student Activities-Student Organizations".

Voting

No matter where you live, you are affected by the local and state laws, levies and policies. Therefore, all residents should make it a point to vote. Although most students attend college at WVU for only four years or so, it's just as important for them to do the same. After all, students are affected by Morgantown's housing and vehicular regulations and environmental issues, as well as state legislative tax and tuition increases! So make it a point to register, be aware and vote! Feel The Power: Register To Vote!

Public Elections:

To vote in Monongalia County (and for state and federal elections) you must be at least 18 years of age, or 18 by the next general election in order to vote in the primary election. Those students receiving Pennsylvania education grants should not register in West Virginia. You may register in the Monongalia County Clerk's Office in Room 109 of the Monongalia County Court House on

W-Z

High Street. Hours: Mon., 9 a.m. to 7 p.m.; Tues. through Fri., 9 a.m. to 5 p.m. (291-7238)

A postcard voter registration service is available at the ID Office in the Mountainlair. (293-7122)

WVU Student Administration conducts a Voter Registration Week on campus each spring prior to the general election if you wish to register then. (293-3813)

University Elections:

To vote in WVU Student Administration elections, you must be a registered student and I.D. must be presented at the polls. Elections are held each fall to elect a Homecoming King and Queen and each spring to elect Student Administration officials. For more information, see "Student Activities — Student Administration".

W

Weekend of Honors 293-7132

From April 12-14, 1996, families of WVU students are invited to campus to share in the excitement of college life. Outstanding achievements of students, faculty, staff, and alumni will be recognized and honored. Open houses, collegiate athletic events, lectures, performances, and special tours are also a part of the weekend.

West Virginia University

Some basic facts about your new home away from home:

Date Established: 1867

Type of Institution: Research land-grant university, established under the Morrill Act of 1862.

Major Functions: Teaching, research, service and off-campus education.

Accreditations: Member of North Central Association of Colleges and Schools, plus numerous other individual discipline/field-specific organizations. WVU academic programs are accredited by the North Central Association and by over fifty additional specialized accrediting bodies.

Plant: Downtown, Evansdale and The Robert C. Byrd Health Sciences Center campuses have 158 buildings on 673 acres, valued at $872 million; 6 experimental farms and 6 forests throughout the state; conference center at Jackson's Mill; geological training center at Camp Wood and satellite medical center at Charleston.

Withdrawal 293-5611

See "Student Life."

Women's Studies, Center for 293-2339

The Center for Women's Studies, located at 218 Eiesland Hall, serves West Virginia University students through its courses, its certificate program, and a variety of out-of-classroom opportunities. The Center can help students do research projects, pursue personal interests through its books, magazines, and newspaper articles, and learn more about women's and men's lives. Students are invited to participate in the activities of the Center, to serve on the committees, to attend lectures and conferences, to volunteer to help in the programs.

Details about scheduling Women's Studies courses can be found in the WVU Schedule of Courses under "Women's Studies," and a listing of courses taught throughout the University and appropriate to Women's Studies is available each semester at the Center for Women's Studies.

Woodburn Circle

The grassy area surrounded by Woodburn, Martin and Chitwood Halls on the Downtown Campus. These are the oldest buildings on campus.

Work-Study 293-5842

See "Financial Aid."

Writing Center 293-3107 ext. 410

Writing Center offers free tutorials in writing skills, by appointment, for all students. Located in 240 Stansbury Hall, it is open Monday-Friday, 8 a.m. to 4 p.m.

WWVU-FM (U-92) 293-3329

See "Student Activities — Radio Station."

X-Y

X

Marks the spot. If you see this letter before four numbers it stands for the prefix for all University telephone numbers. X means 293- .

Xerography

A technical term for copying. Coin-operated copy machines are located at the Evansdale Residential Complex Main Lobby, Stalnaker, Dadisman, and Arnold Halls, Mountainlair, Wise Library, Evansdale Library, Law Library, Health Sciences Center Library, and several businesses downtown.

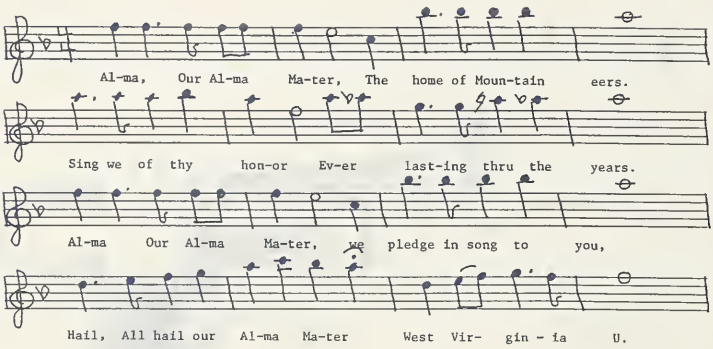
Z

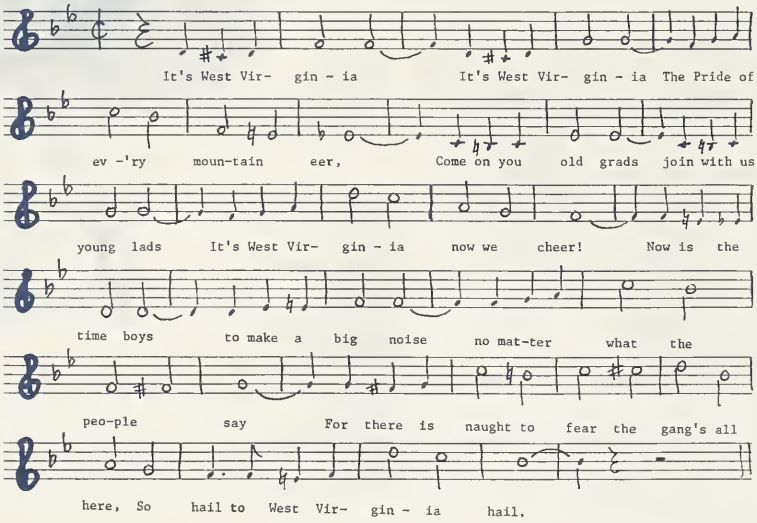
Zip Code

For West Virginia University: 26506
For Morgantown, WV: 26505
For Nome, Alaska: 99762
For all others, check with the post office!

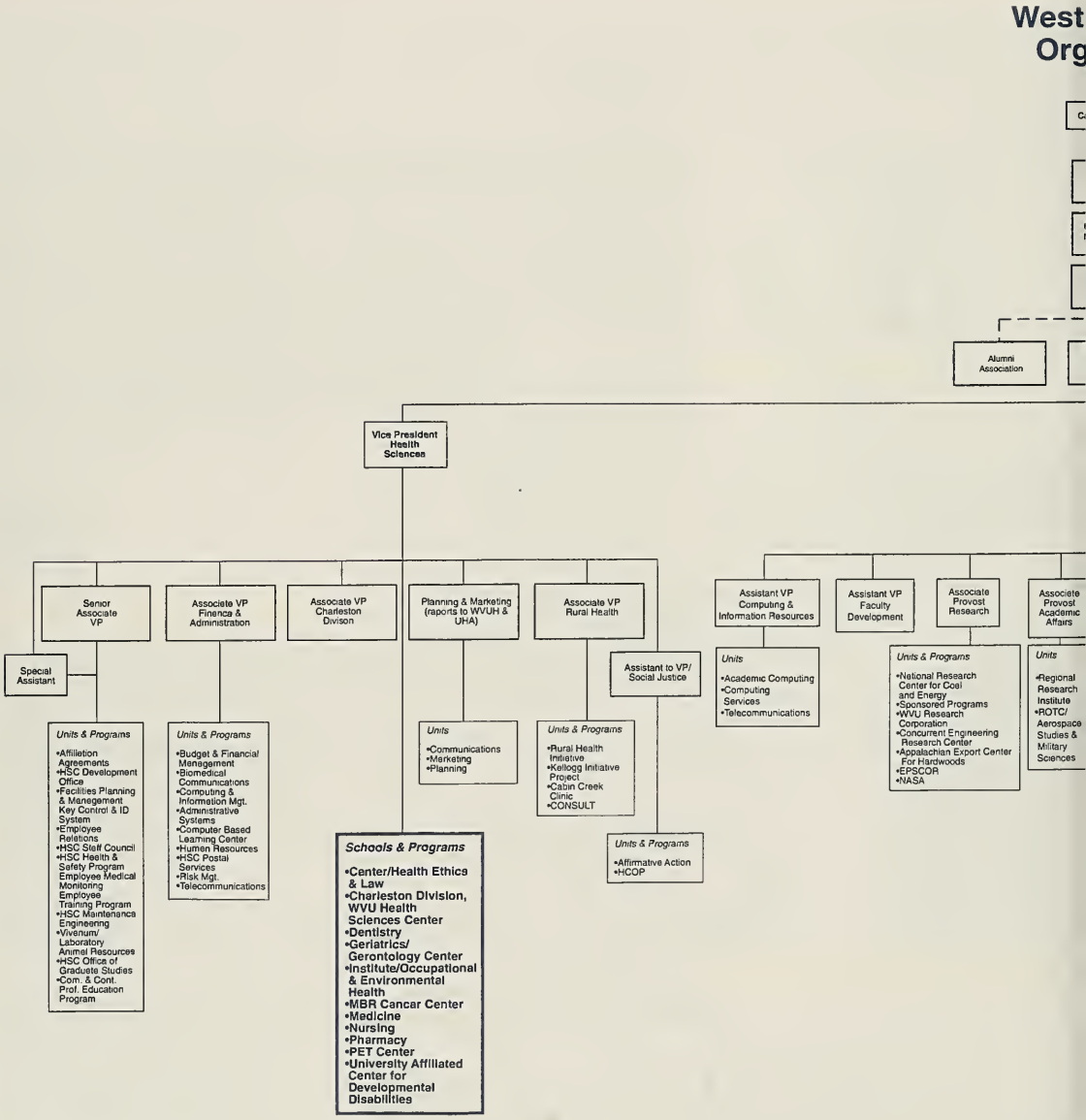
University Songs

Alma Mater

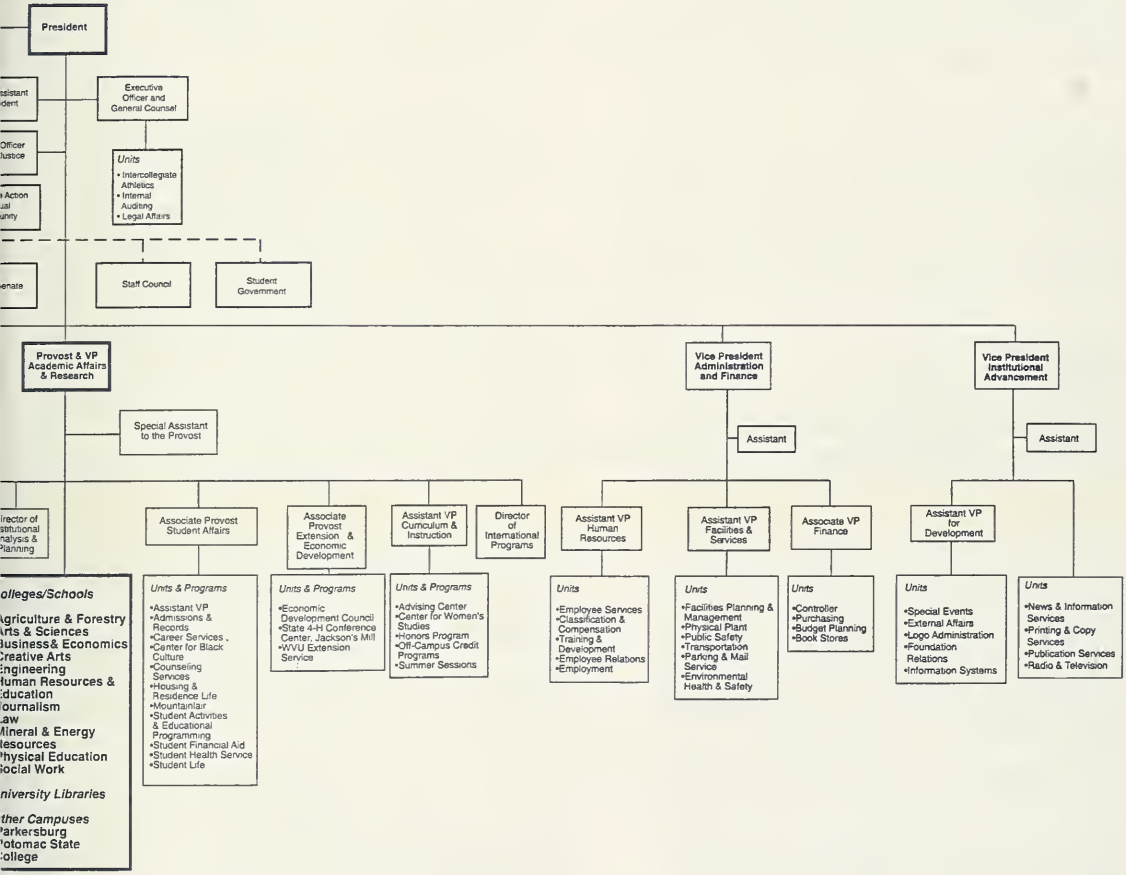

Al-ma, Our Al-ma Ma-ter, The home of Moun-tain eers.
Sing we of thy hon-or Ev-er last-ing thru the years.
Al-ma Our Al-ma Ma-ter, we pledge in song to you,
Hail, All hail our Al-ma Ma-ter West Vir- gin - ia U.

Hail West Virginia

It's West Vir- gin - ia It's West Vir- gin - ia The Pride of
ev -'ry moun-tain eer, Come on you old grads join with us
young lads It's West Vir- gin - ia now we cheer! Now is the
time boys to make a big noise no mat-ter what the
peo-ple say For there is naught to fear the gang's all
here, So hail to West Vir- gin - ia hail.

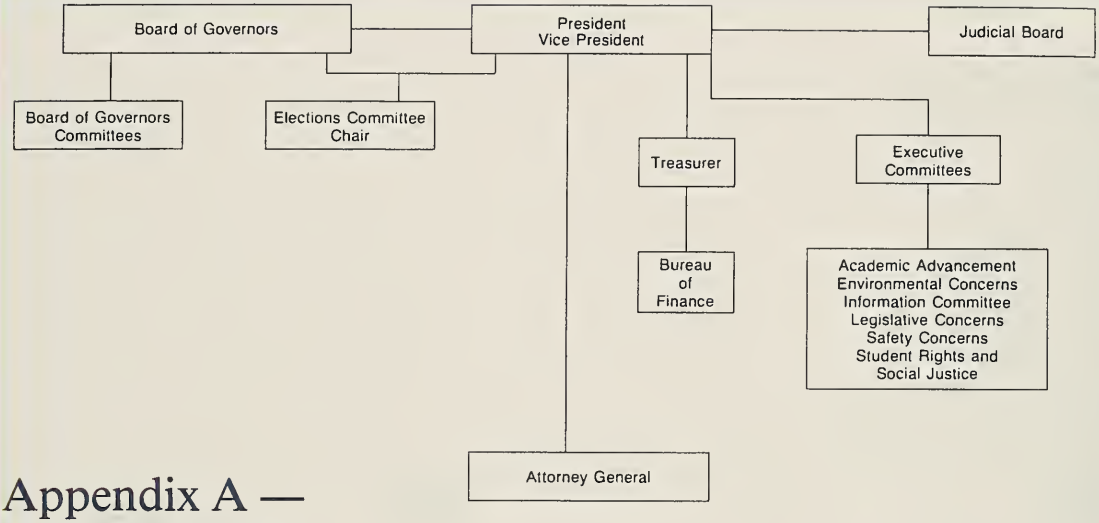
West Virginia University
Organizational Chart 1995



rginia University
ıizational Chart



West Virginia University
Student Administration



Appendix A —

West Virginia University
Code of Student Rights and Responsibilities
Effective January 1983 Revised November 1987

TABLE OF CONTENTS

Section 1. Introduction
1.1 Rationale for the University Student Conduct Code 47
1.2 The Office of Judicial Programs 47
1.3 Authority 47
1.4 Definitions 47
1.5 University Committee on Student Rights and Responsibilities and Review/Judicial Board 48
1.6 No Reprisals 48
1.7 48
1.8 Closed Hearings 48
1.9 Amendments 48

Section 2. Disciplinary Rights and Responsibilities
2.1 Policies Regarding Disciplinary Rights and Responsibilities 49
2.1.1. Freedom of Expression and Assembly 49
2.1.2. Freedom of Association 49
2.1.3. Right to Privacy 49
2.1.4. Responsibilities of Citizenship 49
2.1.5. Disciplinary Proceedings 49

2.2 Standards 49

2.3 Sanctions and Prohibited Student Conduct 49
2.3.1. Expulsion 49
2.3.2. Suspension 51
2.3.3. Probation 51
2.3.4. Official Warning Or Reprimand 51
2.3.5. Repetition of Misconduct 52
2.3.6. Restitution 52
2.3.7. Failure to Observe Sanction 52

2.4 Proceedings 52
2.4.1. Charges 52
2.4.2. Hearings 52
2.4.3. Sanctions in Disciplinary Action 52
2.4.4. Appeals 53
2.4.5. Procedural Standards in Disciplinary Proceedings 53
2.4.6. Emergency Procedures — Interim Suspension 54

Section 3. Academic Rights and Responsibilities
3.1 Rights and Responsibilities 55
3.2 Academic Rights 55
3.3 Application of Policy to Students 56
3.4 Academic Requirements and Consequences of Failure to Meet Requirements 56
3.5 Academic Sanctions: Procedures and Appeals 56
3.6 Academic Dismissal: Procedures and Appeals 59

Appendix 1: Office of Judicial Programs
Judicial Flow Chart/Review and Appeal Process 60

Appendix 2: Code of Ethical Standards 60

SECTION 1. INTRODUCTION

1.1 Rationale for the University Student Conduct Code

West Virginia University expects that every member of its academic community share the historic and traditional commitment to honesty, integrity, and the search for truth. In addition, West Virginia University is concerned with the living and learning environment for all its students. It is expected that each person will grow to have greater respect for self, others, and property.

It is further expected that every member respect the democratic process, a society based on law, and the basic tenets on which our country was founded. All students at West Virginia University are citizens of the larger community and as such are free to exercise their fundamental and constitutional rights. Rights and responsibilities under local, state, and national law are neither abridged nor extended because of student status, and each student must be mindful of his/her responsibility in this regard.

The University will not request special consideration for students charged with violations of a city, county, or state law on the basis of their status as students, nor will prosecution by federal, state, or local authorities necessarily preclude disciplinary action by the University.

Students charged with violations of the conduct code and/or other college policies will be provided substantive and procedural due process and the right of appeal. Their rights to be treated with respect and dignity will be protected.

When a student is charged with a specific violation, the University will employ procedures for determining if the charge is fair and accurate. This document enumerates and explains specific procedures used in determining the fairness and accuracy of such charges, and the sanctions which might be imposed if the charges are found to be true.

Opportunities for participation in the process and equality of treatment are afforded all students, irrespective of race, religion, age, sex, handicap, or national origin. To ensure this, state and federal regulations and the guidelines and requirements of Title VI of the Civil Rights Act and title IX of the Higher Education Act of 1972 are followed.

The mission of West Virginia University is to educate its members and prepare them for responsible and full participation in society. In implementing this Code, the University is not seeking to be punitive or adversarial. The collegiate nature of the educational mission requires that all members of the college community unite to administer and support this Code and to suggest change and improvement as necessary.

1.2 The Office of Judicial Programs

The Office of Judicial Programs, located in Moore Hall, is staffed by a member of the Office of Student Life and is available to assist any student, student organization, staff member, faculty member, or administrator in understanding and applying the West Virginia University Code of Student Rights and Responsibilities. The staff member therein will:

1. Advise any segment or individual within the University wishing to bring charges against one or more students;
2. Advise any student against whom charges have been brought of substantive rights, due process rights, and procedures forthcoming, including the right of appeal;
3. Advise the chairperson of the appropriate review board, and assist the chairperson and members of the committee in setting up the hearing, being certain that all conditions of the Board of Trustees and West Virginia University for such procedures are met;
4. Prepare all papers necessary for the hearing and resultant from the hearing for appropriate dispensation and signature;
5. Assist in the appointment of the various hearing bodies and offer training opportunities for all members, both student and faculty;
6. Sit in on hearing and have administrative responsibility for maintaining all confidential files, tapes, and documents which result.

All information that comes to this office shall be held in strictest confidence as required by the Board of Trustees and the Family Educational Rights and Privacy Act, 1974 (Buckley Amendment), and all records will be filed in the Office of Judicial Programs.

1.3 Authority

These student rights and responsibilities are promulgated by West Virginia University in accordance with the University of West Virginia Board of Trustees and pursuant to Chapter 18, article 26 of West Virginia Code of 1931 as amended and University of West Virginia Board of Trustees Policy Bulletins 57 and 60.

The Board of Trustees delegates authority for the administration of West Virginia University to the President who may delegate this responsibility and authority to other members of the administration, faculty, student body, or staff of the University.

1.4 Definitions

1. *Board of Trustees*—The University of West Virginia Board of Trustees is the governing body for the University of West Virginia system. The Board controls, supervises, and manages the financial, business, and educational policies and affairs of the state colleges and universities, makes studies and recommendations regarding higher education in the state of West Virginia, and allocates among the state colleges and universities specific functions and responsibilities.
2. *Institution or Institutions*—Any or all of the institutions of higher education, the state colleges and universities, or any branch or division thereof, over which the Board of Trustees shall have authority, responsibility, or control.
3. *University*—West Virginia University.
4. *President*—The chief executive officer of the University, whatever the title, whether responsible directly to the Board of Trustees or through some other officer to the Board of Trustees, and shall include all those acting for or on behalf of such chief executive officer, at or by his/her direction, or at or by the direction of the Board of Trustees.
5. *Code*—West Virginia University Code of Student Rights and Responsibilities.
6. *Property*—Any property, whether owned, rented, or otherwise held or used by the Board of Trustees or by the University.
7. *Activity*—All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by the University, including, but not limited to, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.
8. *Facility*—Any and all property of the University used or usable in any activity.
9. *Campus*—all the property and facilities of the University serving as the *locus in quo* of any activity.
10. *Dean*—The chief academic officer of a college, school, or when appropriate for the purpose of the document, the director of the University Advising Center, or the chief student personnel officer of the Office of Student Life.
11. *Faculty*—Those employees of the Board of Trustees as defined in Policy Bulletin 36.

12. *Staff*—Those employees of the Board of Trustees who are assigned to any duties at the University and who are not members of the faculty.
13. *Student*—Any person who has been admitted to the University to pursue a course of study, research or service, who is currently engaged in University sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the University, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the University, under the rules, regulations, or policies of the Board of Trustees or the West Virginia University Code of Student Rights and Responsibilities. However, the approved employees' grievance procedures shall apply in all work-related matters involving students employed by the Board of Trustees. Where appropriate within the context of this Code, the same rights and responsibilities shall inhere to student organizations as West Virginia University.
14. *Designated University Official*—Any person employed by the University and authorized by the University to act in a prescribed manner in accordance with the Board of Trustees — Policies, Rules and Regulations.
15. *Member of the University Community*—Any administrator, faculty member, staff member, employee, student, or recognized student organization of or at the University, member of the University Board of Advisors, as well as any person or organization authorized to participate in University activity at the time applicable.
16. *Recognized Student Organizations*—Those organizations that have been approved by the Student Organization Committee. Annual review and update of organizations and information is required.
17. *Review/Judicial Board*—A body constituted at the college, department, or division level as a body of primary jurisdiction to hear charges, evidence, and defenses and to decide the extent of responsibility of the student charged, with the primary goal of resolving cases at the most basic level.
18. *University Committee on Student Rights and responsibilities*—A body composed of students and faculty selected on a University-wide basis to administer this Code and from which a small group will be assigned, on a rotating basis as a panel, to hear and decide cases of breach of the Code of Conduct. Cases will come to this committee on both the original and appellate basis.
19. *Hearing Panel*—Composed of those selected members of the University Committee on Student Rights and Responsibilities selected to sit on a specific case and render a decision on behalf of the committee.

1.5 University Committee on Student Rights and Responsibilities and Review/Judicial Board

The University Committee on Student Rights and Responsibilities may have original or appellate jurisdiction of cases involving the alleged violation of the University student conduct code. Review/judicial boards may be established at the college, department, and division levels for the purpose of helping the dean or director resolve cases within the academic/non-academic unit. The jurisdiction and authority of the review and judicial boards and University Committee on Student Rights and Responsibilities shall be, in cases of disciplinary action or academic sanctions against students or alleged academic dishonesty:

a. To convene the hearing panel from its membership;
b. To summon the accused and witness and to hear evidence;
c. To make findings of fact from the evidence presented;
d. To determine the sanctions, if any, to be applied;
e. To refer a case to a lesser body, where appropriate.

1.5.1. Composition of University Committee on Student Rights and Responsibilities and Hearing Panels
The University Committee on Student Rights and Responsibilities shall be composed of twenty-three members:
—One faculty chairperson
—Eleven additional faculty members
—Eleven students
The twelve faculty members shall be elected by the University Senate for a term of three years. The election will be held annually so that terms of four members will expire each year. The University Senate will designate a chairperson and chairperson nominee. Eleven students (five of whom will be graduate or professional) will be nominated by the President of the Student Administration and approved by the Student Board of Governors in the spring of each year to serve a one-year term from June to June.
From the University Committee on Student Rights and Responsibilities, a panel of a minimum of three persons, but always an odd number, will hear each case sent before the committee. Membership on the panel shall consist of a faculty majority and at least one student. Prior to the hearing, students appearing before the panel will have an opportunity to review a list of the panel members with the Office of Judicial Programs, to assure an unbiased panel. Each party will be given an opportunity to strike a maximum of two members from the University Committee on Student Rights and Responsibilities. In all cases, the decision of a majority of the committee or panel shall be the decision of the committee.

1.5.2 Composition of Review/Judicial Boards
Composition of the Review/Judicial Boards shall be determined by the academic/non-academic unit, except where otherwise specified by the code. In all cases involving a hearing, the Review/Judicial Boards shall be composed of at least three persons, but always an odd number.

1.5.3. In all hearings before the University Committee on Student Rights and Responsibilities, and Review/Judicial Boards, all findings of fact and action shall be based on clear and convincing evidence.

1.6 No Reprisals

No reprisals of any kind shall be taken by any member of the University community against any individual who asserts his/her rights.

1.7 If the allegations of offenses are not substantiated, all reasonable steps shall be taken to protect the reputation of the accused. Moreover, if the complainant is found to have been intentionally or maliciously dishonest or frivolous in making the allegations, the complainant shall be subject to appropriate disciplinary action.

1.8 Closed Hearings

All hearings will be closed to the press and public unless specifically requested by the student or students in writing to the chairperson of the committee that such hearings be open.

1.9 Amendments

Changes to this Code may be made in either of the following ways:
1. By action of the University of West Virginia Board of Trustees;
2. Any member of the University community may submit in writing to the Office of Judicial Programs, located in Moore Hall, proposals for amendments, along with supporting documents or comments.

Once received in this office, the proposals will be disseminated among the committees and officers responsible for administration of the Code for discussion, adoption, modification, or rejection. Persons submitting proposals for change will be notified in writing of the ultimate disposition of the proposed amendment. All amendments to this Code must have approval of the University Faculty Senate.

Amendments, if adopted in the original or modified form, will become effective with the next scheduled publication of the Code, unless the modification is of a major or emergency nature justifying immediate adoption, in which case the changes will be communicated to the student body through the student newspaper and other appropriate means.

SECTION 2. DISCIPLINARY RIGHTS AND RESPONSIBILITIES

2.1 Policies Regarding Disciplinary Rights and Responsibilities

The submission of an application for admission to the University represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the University pursuant to the policies, rules, and regulations of the Board of Trustees, the University, and the West Virginia University Code of Student Rights and Responsibilities. The University approval of that application, in turn, represents the extension of a right or privilege to join the University community and to remain in a part of it as long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Trustees and the West Virginia University Code of Student Rights and Responsibilities. Among these rights and responsibilities are:

2.1.1. Freedom of Expression and Assembly — The student enjoys the essential freedoms of scholarship and inquiry central to the University. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to the following:

a. The right to have access to campus resources and facilities,
b. The right to espouse causes,
c. The right to inquire, discuss, listen to, and evaluate,
d. The right to listen to any person through the invitation of organizations recognized by the University.
e. The right to have a free and independent student press which adheres to the canons of responsible journalism.
f. The responsibility to respect the rights of others in matters of expression and assembly,
g. The responsibility to abide by policies, rules, and regulations of the Board of Trustees and the West Virginia University Code of Student Rights and Responsibilities and federal, state, and local statutes and ordinances pertaining to the freedom of expression and assembly.

2.1.2. Freedom of Association — Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they meet membership qualifications. University recognition of student organizations, however, shall be limited to those whose purposes comport with the educational mission of the University, and violation of this Code may result in the sanctions otherwise provided for individuals.

2.1.3. Right to Privacy — The student is entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:

a. Respect for the confidentiality of communication on a one-to-one relationship with faculty, administrators, counselors, and other University functionaries,
b. Respect for the student's privacy, including freedom from unreasonable and unauthorized searches of student living quarters,
c. Confidentiality of academic and disciplinary records,
d. Legitimate evaluations made from student records.

2.1.4. Responsibilities of Citizenship — Students and student organizations are expected, as are all citizens, to respect and abide by local ordinances and state and federal statutes, both on and off the campus. As members of the educational community, the student or organization is expected to abide by the West Virginia University Code of Student Rights and Responsibilities which clarifies those behavioral standards considered essential to its educational mission.

2.1.5. Disciplinary Proceedings — Disciplinary proceedings for students and organizations accused of commiting offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings the student shall be considered innocent until proven guilty of any charge.

2.2 Standards

All students at the University are subject to, and are required to comply with, observe, and obey the following:

1. The laws of the United States.
2. The laws of the State of West Virginia.
3. Local city, county, and municipal ordinances.
4. The policies, rules, and regulations of the Board of Trustees and the West Virginia Code of Student Rights and Responsibilities.
5. The lawful directions and orders of the administrators, faculty, and staff of the University who are charged with the administration of University affairs.

2.3 Sanctions and Prohibited Student Conduct

2.3.1. Expulsion — (Level 4)

A student who is found guilty of any of the following acts shall be subject to the maximum sanction of "expulsion" or any lesser sanction authorized by the Board of Trustees and/or West Virginia University Code of Student Rights and Responsibilities. A student who is expelled may not be considered for admission to another institution in the Board of Trustees system until one year has elapsed after the student has been expelled.

a. Dishonesty including, but not limited to:
   1. Stealing, forgery, alteration of documents or records, tampering with machines or misappropriation of University or organizational funds;
   2. False statements in a University disciplinary hearing or to University officials conducting investigations.
b. Disruptive Conduct
   Disruptive picketing, protesting, or demonstrating on University owned or controlled property or at any place in use for a University sponsored or supervised function. Such disruptive activity includes but is not limited to:
   1. Unauthorized occupancy of University facilities or buildings;
   2. Interference with the rights of students, faculty, staff, and administration to gain access to any University facility for the purpose of attending classes, going to work,

participating in interviews and conferences, or for any other authorized purpose;

3. Interference with the orderly operations of the University by destruction of property, breach of the peace, physical obstruction, or coercion, or by noise, tumult, or other forms of disturbance;
4. Deliberate interference with University pedestrian or vehicular traffic;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions;
6. Failure to comply with the direction of University officials, security officers, and other law enforcement officers acting in performance of their duties.

c. Possession of Firearms Or Dangerous Weapons
Possession of firearms or other dangerous weapons on University owned or controlled property frequented by the public, except in the course of an authorized activity, or possession of weapons in residence halls on University property in violation of residence halls rules, regulations, or policies. Unauthorized possession on University owned or controlled property of a dangerous article or substance which is a potential weapon, or of any article or substance calculated to injure or discomfort any person.

d. Infliction Or Threat of Bodily Harm
Assault, battery, abuse, or threat to any person, or conduct which threatens or endangers the health, safety, or well-being of other persons on University owned or controlled property or at a University sponsored or supervised function.

e. Sexual Offense
Sexual offenses of any form will not be tolerated. Such sexual offenses may be against the person's will or not against the person's will where the victim is incapable of giving consent. Sexual assault may occur against a victim who has willingly or unwillingly taken a controlled or intoxicating substance, if the sexual contact occurs after the victim has become temporarily incapable of appraising or controlling his or her conduct, such contact is sanctionable. A perpetrator who has willingly or unwillingly taken a controlled or intoxicating substance is accountable for his/her behavior.

1. Sexual offenses include but are not limited to:
   a. Sexual intercourse and/or sexual intrusion without the consent of another person.
   b. Sexual assault, aquaintance rape, sodomy, sexual abuse/fondling, statutory rape.
2. Sexual Offense Procedures:
   According to the Higher Education Amendments of 1992, the following guidelines are adhered to in judicial hearings involving sexual offenses:
   a. The accuser and the accused are entitled to the same opportunity to have an adviser present at the hearing. Advisers may consult with the accused or accuser, whomever they accompany, but may not speak directly without permission of the Chair.
   b. In cases involving the potential for suspension or expulsion, the accused and the accuser may arrange at their own expense for legal counsel to be present in an adviser capacity at the hearing. Such counsel may consult with the accused or accuser, whomever they accompany, but may not speak directly at the hearing. The Office of Judicial Programs must be notified within 48 hours of the hearing if legal counsel is to be present.
   c. Both the accused and the accuser shall be informed of the outcome of such a judicial hearing, including the findings of any sanctions.

*See Appendix H: WVU Policy and Procedures on Sexual Assault.

f. Theft Or Unauthorized Possession of Property
Theft, commandeering or misuse of or to University owned or controlled property or of or to a member of the University community or any person on University owned or controlled property. Unauthorized possession of keys to University owned or controlled property.

g. Destruction of University Property
Malicious destruction, misuse or damage of or to University owned or controlled property or of or to a member of the University community or any person on University owned or controlled property.

h. Unauthorized Use of Emergency Or Safety Equipment
Tampering with or unnecessary use of University fire-alarm systems and fire-fighting equipment.

i. False Reporting of Emergency
False reporting of a fire or that a bomb or other explosive has been placed in any University building or elsewhere on University owned or controlled property.

j. Distribution Or Sale of Illegal Drugs
The distribution or sale of any drug which is illegal by municipal, state or federal law on the campus or in University owned or supervised property.

k. Hazing
Any act by an individual, student organization, or group, excluding recreation intramurals or intercollegiate sports, involving another member of the University community which:
1. Subjects a person to activities which are personally demeaning or involve a risk of physical injury (including organized rites of initiation and informal activities);
2. Is willfully or recklessly likely to be injurious to the physical health or well-being of a person or which directs a person to engage in an activity involving a risk of danger to his/her life or health;
3. Is likely to produce a reasonable apprehension of physical harm or injury.

l. Trespassing
Willfully entering or remaining without lawful purpose in any building, structure, facility, vehicle, or other University or University-related premises or unauthorized presence on University or University-related premises.

m. Misuse of Computing and Telecommunications Resources including but not limited to:
1. West Virginia Network for Educational Telecomputing (WVNET)
2. WVU Computing Services Systems, (including Hardware Equipment, Data, and Programs)
3. WVU Campus Network
4. WVU Telecommunications and Telephone Systems
5. University owned Microcomputers and Printers
6. University owned Software

Computer or communication equipment, data, or programs owned, leased or otherwise provided by WVU or the BOT Central Office are for authorized administrative and academic purposes. The Computing and Telecommunications Policies and Procedures are applicable to those using these resources and are available for

viewing on the WVUCIS (WVU's Information System). The following is specifically prohibited:

1. Disruption or interference with the normal use of computers, communications, related equipment, data, or programs of individuals, WVNET or the University;
2. Unethical, unauthorized, illegal or other improper use of this equipment, data, or programs;
3. Attempts to breach security in any manner;
4. Use of a computer account or network access for other than the purposes for which assigned, and;
5. Unauthorized copying or unauthorized use of computer software.

n. Discrimination and/or Harassment
Discrimination and/or harassment will not be tolerated in any form.

1. Discrimination includes but is not limited to discrimination on the basis of race or color, sex, sexual orientation, veteran's status, religion, age, disability, national origin, creed, ancestry, or political affiliation.
2. Harassment includes but is not limited to any behavior — physical, verbal or psychological — which intimidates or victimizes another person, limiting that person's equal opportunity rights, e.g. which includes academic efforts, personal safety, employment, or participation in University sponsored extra-curricular activities. Such harassment may include any violation of an individual's rights through such behavior as racial innuendos and slurs, obscene telephone calls, computer messages, and graffiti.

2.3.2. Suspension — (Level 3)
A student who is found guilty of any of the following acts shall be subject to the maximum sanction of "suspension" or any lesser sanction authorized by the rules of the West Virginia University Code of Student Rights and Responsibilities. The maximum period of time for a sanction of suspension will be one full academic year.

a. Misuse of University Documents
Forging, transferring, altering or otherwise misusing any student fee card, identification card or Validine card, parking decal, and registration forms.

b. Misuse of University Telephones
Placing long-distance telephone calls by using fictitious and unauthorized billing numbers.

c. Negligent Destruction of University Or Personal Property
Failure to exercise care, thereby damaging, defacing, or destroying University property or property of any person while on University premises or University-related premises.

d. Unauthorized Possession Or Use of University Property

e. Negligent Infliction or Threat of Bodily Harm, including but not limited to:

1. Failure to exercise care, thereby causing bodily harm to any person while on University property or related University premises;
2. Failure to exercise care, or willfully creating a risk or apprehension of bodily harm to any person on University property or related University premises.

f. Misbehavior at Sports Events, Concerts, and Social/Cultural Events, including but not limited to:

1. Bringing into Mountaineer Field or the Coliseum any banners, flags, bottles, cans, or thermos jugs;
2. Throwing of any article into a crowd or onto a playing field, a court, or a stage.

g. Use of Illegal Drugs
Possession or use of any drug which is illegal by municipal, state, or federal law.

2.3.3. Probation — (Level 2)
A student who is found guilty of any of the acts described below shall be subject to the maximum sanction of "probation" or any lesser sanction authorized by the rules of West Virginia University Code of Student Rights and Responsibilities. The period of time for a sanction of probation will be one full academic year.

a. Alcoholic Beverages. (Alcoholic liquor, wine, or nonintoxicating beer.) The legal age in West Virginia for purchasing alcoholic liquor, wine, or nonintoxicating beer is 21. On and after the first day of July 1986, alcoholic liquor, wine, or nonintoxicating beer cannot be purchased by an individual who is less than 21 years of age. Nonintoxicating beer may be consumed in facilities so designated by the University Administration. Any student who is disruptive while under the influence of alcoholic liquor, wine, or nonintoxicating beer is considered in violation of University regulations. Possession or use of alcoholic beverages on state property is prohibited. In the event alcohol or other drugs are involved in the misconduct, the student may be referred to the Student Assistance Program conducted by University Health Service in addition to any other sanction that may be imposed.

b. Placing Banners, Posters, and Stickers on University Property Without Proper Authorization (For information on correct procedures inquire at the Office of Student Activities and Educational Programming.)

c. Bringing Dogs Or Other Pets Onto the Campus
For health and safety reasons, dogs and other pets (except seeing eye dogs accompanying blind persons) are not permitted in University buildings or on University property.

d. Gambling
Gambling by organizations or individuals, including chain letters, raffles, lotteries, and games of chance, is prohibited.

e. Solicitation
The term "solicitation" is used to describe the sale of products, the taking of orders, or the seeking of funds, services, signatures, or merchandise. Solicitation of any kind is not permitted on University property except by contract with the University of West Virginia Board of Trustees, or as a regular process that is necessary to support an administrative or academic service of West Virginia University. All solicitation activities must be consistent with the educational and operational objectives of the sponsoring department. West Virginia University will audit all solicitation activities. (For additional information refer to the Solicitation Policy for West Virginia University, which can be obtained through the Office of Student Activities and Educational Programming.)

f. Smoking (Tobacco)
For health and safety reasons, state law prohibits smoking in certain University buildings. Instructors are required to enforce this law in classrooms. Smoking is prohibited in other University facilities where "No Smoking" signs are posted.

2.3.4. Official Warning Or Reprimand — (Level I)
A student who has been found guilty of any offense under these provisions and in the opinion of the Office of Judicial Programs does not merit a more severe sanction may receive an official warning or reprimand. A repetition of, or any further violation, may result in more severe sanctions. A copy of this letter will be kept in the Office of Judicial Programs and remain active for the specified time stated in the letter.

2.3.5. Repetition of Misconduct
If a student is found guilty of an offense that occurred during the specified term of a previous disciplinary sanction, the student will be subject to the maximum sanction of "expulsion" or any lesser sanction authorized by this Code. If a student has had a previous sanction of suspension or probation, the term of which has expired, and is subsequently found guilty of conduct proscribed in the Code, that student may be subject to the next higher sanction authorized in the Code.

2.3.6. Restitution
Restitution may be ordered by the appropriate University official or University hearing or conduct committee in connection with, or in lieu of, any sanction which may be imposed in accordance with the rules of West Virginia University for damages to, destruction of, or misappropriation of property.

2.3.7. Failure to Observe Sanction
Failure to observe the terms and conditions of the sanction is a violation of this Code and subjects the student to the next higher sanction.

2.4 Proceedings

Any student, as defined in the West Virginia University Code of Student Rights and Responsibilities, shall be subject to disciplinary action by the University if that person is involved in any of the actions or conduct prohibited by the Board of Trustees Policies, Rules, and Regulations or the University Code, notwithstanding the fact that at the time the student may also be an employee of the Board of Trustees. In taking disciplinary action against a student, as defined herein, the University may act to remove any status of such a person as a student or to withhold, remove, or cancel any benefit, recognition, or certification, including the conferring of a degree, which such a person might yet not have received from the University. The University will collect restitution for damages to, destruction of, or misappropriation of property.

2.4.1. Charges

a. Any member of the University community may file charges with the designated University official in the Office of Judicial Programs against any student for conduct or activities in violation of this Code. Either a "Department of Public Safety Daily Incident Report" or a personal letter is an appropriate means by which referrals may be made. In every case the report must contain the name(s) of the student(s) charged; nature and circumstances of the incident, including specific dates, times, and locations; name(s) and address(es) of the person(s) filing the report.

b. The Office of Judicial Programs, in conjunction with other University officers or offices, will review the charges to determine if adjudication is necessary or determine what future action should be taken. In cases other than academic dishonesty charges (c.f. Section III, Academic Rights and Responsibilities), the Office of Judicial Programs, upon completion of preliminary review, may:
   1. Dismiss the charges, or
   2. Take administrative disciplinary action, not to include expulsion or suspension, if it is determined that the conduct is in violation of the University Code, or
   3. Make referral to an appropriate member of the University community, review/judicial board or committee.

c. If the charge involves an individual's academic conduct, the case may be heard by a duly constituted board from the department or school or college where it originated, or it may be referred directly to the dean (c.f. Section III, Academic Rights and Responsibilities).

d. If the charge involves an individual who is a resident in a University residence hall, and the alleged unlawful actions took place therein, the case may be referred to the Office of Housing and Residence Life where it may be heard by a duly constituted board or staff, or it may be referred directly to the Dean of Student Life.

e. If the charge involves an individual allegedly engaged in unlawful activity, not academic in nature, and not as a resident within a residence hall, the case may be referred to the Office of Student Life.

f. If the charge involves an organization allegedly engaged in unlawful activity, the case will be referred to the Office of Student Activities and Educational Programming. Procedures which may be followed in such instances will be identified by that office. If, in the judgment of the Dean of Student Life and/or the Director of the Office of Student Activities and Educational Programming, individual members of an organization are particularly involved in an allegation, charges against the individuals may be brought and heard simultaneously with charges against the organization.

g. If, in the judgment of the department, school, or college review board, or the Residence Life Judicial Board, or the Office of Student Life, allegations are sufficiently serious, they may refer the matter directly to an Academic Dean (see b. above) or the Dean of Student Life. The student may, at this point, request in writing to the Dean that the case be referred directly to the University Committee on Student Rights and Responsibilities. If the student does not make this request, the Dean may take action or refer that matter directly to the Office of Judicial Programs. All referrals must be made in writing. In such a case, the first hearing may be conducted by the University Committee on Student Rights and Responsibilities.

2.4.2. Hearings
A hearing shall be held to provide an opportunity for the student(s) charged and the person(s) bringing the charges to present oral and written statements and other evidence to a judicial body. Formal rules of procedure and evidence shall not be applicable; the hearing body may admit any testimony, document, or other material believed relevant to a fair determination of the charges.

2.4.3. Sanctions in Disciplinary Action
The following sanctions may be imposed upon students as a result of disciplinary actions by the University:

Level 4—Expulsion—Termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, if any, may be stated in the order. A student who is expelled may not be considered for admission to another institution in the Board of Trustees system until one year has elapsed after the student has been expelled.

Level 3—Suspension—Exclusion from all University activities for a definite stated period of time, not to exceed one full academic year, and any condition on resumption of activities, if any, also may be imposed.

level 2—Probation—Exclusion from participation in certain University activities, property or facilities for a definite stated period of time, not to exceed one full academic

year, and may be conditioned upon compliance with policies, rules, and regulations, or specified required activity during the period of probation.

Level 1—Sanctions of lesser severity may be imposed in any case.

A sanction of suspension or expulsion imposed by the University shall apply to the person sanctioned not only at the University, but shall also be effective at all colleges and universities under the jurisdiction of the Board of Trustees. (W. Va. Board of Trustees Policy Bulletin No. 57.)

Where a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event that a sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the student may not be graduated during the process of appeal.

2.4.4. Appeals

a. Any student may appeal a nonacademic sanction to the appropriate appellate body or University official within 10 calendar days of the date of notice of the decision.
   1. An appeal shall be limited to a review of the proceedings before the University adjudicatory body and any evidence which first became available after the adjudicatory proceedings; and
   2. An appeal shall not result in a more severe sanction against a student.
   3. The imposition of sanctions shall be stayed pending appeal.

b. Appeals are not automatic; the judicial body or University official appealed to will review the request for appeal on the three criteria listed below and grant the appeal, or deny it, thus affirming the decision made by the original body or official.
   An appeal of sanctions for nonacademic cases may be made whenever:
   1. The original hearing was not conducted in conformity with established procedure;
   2. There is new evidence or fact not brought out in original hearing;
   3. The sanction(s) imposed was inappropriate for the offense committed.

c. All University officials or the University Committee on Student Rights and Responsibilities will respond to a written appeal within ten calendar days, except for the President or the Board of Trustees.
   1. Nonacademic cases adjudicated by the Dean of Student Life may be appealed to the University Committee on Student Rights and Responsibilities for sanctions above Level 1.
   2. Nonacademic cases adjudicated by the University Committee on Student Rights and Responsibilities may be appealed to the Associate Provost for Student Affairs.
   3. Nonacademic cases adjudicated by the Associate Provost for Student Affairs may be appealed to the President of the University for sanctions above Level 2.
   4. Nonacademic cases adjudicated by the President of the University with the sanction for expulsion may be appealed to the Board of Trustees.
   5. When a nonacademic case is appealed to the President of the University, he/she will respond within fifteen calendar days following the receipt of the written petition of appeal. The President shall review the facts of the case and take such action as may be appropriate under all the circumstances. The decision of the President shall be final in all cases, except those involved in the sanction of expulsion. The Board of Trustees is the final appellate body for the review of cases with the sanction of expulsion.
   6. Review by the Board of Trustees — In nonacademic disciplinary cases where the University sanction is expulsion, the Board of Trustees, following its standard procedures, may grant an appeal from the disciplinary action of the President on the record of the case submitted. Students desiring to appeal the President's sanction of expulsion must, within three working days, indicate to the President in writing, their intent to appeal. A written petition of appeal must be filed with the chairman of the Board of Trustees within fifteen calendar days of the President's decision. If the Board of Trustees determines that the petition will not be heard, the decision of the President is affirmed and sanctions imposed shall be effective upon the President's receipt of the statement of denial. If the appeal is granted, the sanction imposed by the President's decision shall be stayed until the Board of Trustees makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the person appealing and the President shall be notified by mail and the sanction imposed by the President shall be effective immediately upon receipt of the decision rendered by the Board of Trustees.
      In reviewing student appeals involving the sanction of expulsion, the Board of Trustees will review all relevant information and records of applicable University disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Trustees may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

2.4.5. Procedural Standards in Disciplinary Proceedings

In any disciplinary proceedings before a review/judicial board or the University Conduct/Appeals Committee brought against a student for alleged misconduct, action, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

a. Written charges of violation shall be presented to the accused student which shall include at least:
   1. Statement of policy, rule, regulation, or prescribed conduct which allegedly has been violated;
   2. Statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and actions of the behavior complained of;
   3. Statement that a hearing will be held before the hearing of conduct committee on the charges, together with notice of *date, time,* and *place* of the hearing which may be postponed by the committee for good cause shown and shall provide the student at least five days notice from the serving of the charges unless such notice is waived by the student;

4. Right to have legal counsel present as provided in d. below.

b. Written charges shall be served upon the student charged by one of the following means:
   1. Handing a copy to the student in person.
   2. Mailing, via certified mail (return receipt requested), a copy to the student at the residence used while in attendance at the University.
   3. If the student is not presently registered at the University, the mailing will be via certified mail (return receipt requested), to the last known permanent or home address disclosed by the University records.
   4. It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the University of his/her current address while attending the University or of his/her current permanent home address, and the hearing may proceed without hindrance or delay.

c. The accused student has the right to have an adviser present at the hearing. The adviser may be a parent or guardian, a student at the University, or a member of the faculty or staff of the University. An adviser may consult with the accused student but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the review/judicial board or University Committee on Student Rights and Responsibilities.

d. In cases involving the potential for suspension or expulsion, legal counsel may be present. Legal counsel may serve in an advisory capacity to the accused student at the student's own expense. The Office of Judicial Programs must be notified of the presence of counsel at least forty-eight hours prior to the hearing. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The college or university may request legal counsel through the Office of the Chancellor. Counsel retained by the University may participate only in an advisory capacity and may not speak on behalf of the University or otherwise participate directly in the proceedings.

e. Both parties involved may present evidence and witnesses. All material evidence and witnesses presented are subject to the right of cross-examination.

f. There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter which will be made available to the student at the cost of preparation of copies.

g. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses and arguments of parties; to know the identity of and content of testimony of the witnesses against him/her and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his/her behalf as may be relevant and material to the case.

h. No action for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and action shall be based solely upon the evidence presented. A finding of student violation of policies, rules, and regulations shall be based upon clear and convincing evidence in the case as a whole.

i. After the hearing, the University Committee on Student Rights and Responsibilities shall make findings of fact, determine the appropriate sanction for the disposition of the case, and notify the student within seven days.

2.4.6. Emergency Procedures — Interim Suspension (Adopted from *Salem State College Guide to Student Judicial System.)*
If the President or Associate Provost for Student Affairs in absence of the President of the University, determines that the continued presence of a student on campus constitutes a serious danger to the orderly operation of the University or the safety or welfare of a member of the University community, including the student himself/herself, the President or Associate Provost may sign an order imposing interim suspension.

a. The interim suspension may be imposed immediately with the option for a preliminary hearing before the Associate Provost for Student Affairs within twenty-four hours.

b. The preliminary hearing shall be concerned solely with:
   1. Discussion of the nature of the charges and their source.
   2. Establishment of a date for a formal hearing which shall be scheduled within five days of the effective date of the interim suspension.
   3. Provision of an opportunity for the student to show cause why he/she should not be suspended.

c. Unless modified by the President or Associate Provost, the student's activities during the interim suspension are subject to the same restrictions and conditions set forth under regular suspension. Interim suspension shall continue until a hearing results in reinstatement of the student to the University and/or the residence hall.

d. Hearing and appeals procedures for the formal hearing will be the same as those prescribed for any other disciplinary case.

e. If the University Committee on Student Rights and responsibilities confirms suspension or expulsion, the interim suspension shall continue during any period of appellate review.

f. If the formal hearing body recommends disciplinary action less severe than suspension, the period of interim suspension shall automatically end.

g. Unless the student is suspended or expelled, as a result of the hearing process, she/he will be permitted to make up all academic classwork and examinations missed during the interim suspension period.

SECTION 3. ACADEMIC RIGHTS AND RESPONSIBILITIES
CONSTITUENT COLLEGES AND SCHOOLS MAY ESTABLISH POLICIES REGARDING ACADEMIC RIGHTS AND RESPONSIBILITIES. If a constituent college or school has not established separate policies regarding academic rights and responsibilities, the policies and procedures of Section 3. ACADEMIC RIGHTS AND RESPONSIBILITIES of the West Virginia University Code of Student Rights and Responsibilities shall apply. Constituent colleges and schools which choose to establish separate policies regarding academic rights and responsibilities will submit these policies and procedures for review by the University Committee on student Rights and Responsibilities for congruence with Board of Trustees Policy Bulletin 60, *Policy Regarding Academic Rights and Responsibilities of Students.* After review the Committee will forward the policies and procedures of the constituent college or school to the Faculty Senate for its approval.

3.1 Academic Responsibilities

3.1.1. Academic Standards. Admission standards sometimes change from those shown in a catalog. For specific information, contact the program of interest, or call Admissions and Records, phone (304) 293-2121, for further details.

a. Undergraduate
General admission requirements for both freshman and transfer students may be found in the *West Virginia University Undergraduate Catalog*. Some colleges and departments within West Virginia University may have more stringent standards. Please consult the academic administrator of the program of interest.

b. Graduate
Graduate admission requirements may be found in the *West Virginia University Graduate Catalog*. Some colleges and departments within West Virginia University may have more stringent standards. Please consult the academic administrator of the program of interest.

c. Professional
Admission requirements for professional programs may be found in the *Health Sciences Center Catalog* or the *College of Law Catalog*. Please consult the academic administrator of the program of interest.

3.1.1.1. Satisfactory grade progress is defined in the West Virginia University catalogs. Each program within the University may have additional requirements which must be satisfied for continued enrollment in a program. Consult the academic administrator of the program of interest for further information.

3.1.1.2. Degree or Program Requirements. The appropriate University catalog or bulletin contains the general requirements for degrees and certificates. Consult the academic administrator of the program of interest for further information.

3.1.1.3. Academic Dishonesty. West Virginia University expects that every member of its academic community shares the historic and traditional commitment to honesty, integrity, and the search for truth. Academic dishonesty is defined to include but is not limited to any of the following:

1. Plagiarism: To take and pass off as one's own the ideas, writings, artistic products, etc. of someone else; for example, submitting, without appropriate acknowledgement, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, visual, electronic/computerized, or oral material that has been knowingly obtained or copied in whole or in part, from the work of others, whether such source is published or unpublished, including (but not limited to) another individual's academic composition, compilation, or other product, or commercially prepared paper.
2. Cheating and dishonest practices in connection with examinations, papers, and projects including but not limited to:
   a. Obtaining help from another student during examinations.
   b. Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own.
   c. The unauthorized use of notes, books, or other sources of information during examinations.
   d. Obtaining without authorization an examination or any part thereof.
3. Forgery, misrepresentation or fraud:
   a. Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record.
   b. Use of University documents or instruments of identification with intent to defraud.
   c. Presenting false data or intentionally misrepresenting one's records for admission, registration, or withdrawal from the University or from a University course.
   d. Knowingly presenting false data or intentionally misrepresenting one's records for personal gain.
   e. Knowingly furnishing the results of research projects or experiments for the inclusion in another's work without proper citation.
   f. Knowingly furnishing false statements in any University academic proceeding.

3.2.1 Concomitant with the academic standards and responsibilities established pursuant to Section 3.1, each student shall have the following academic rights:

3.2.1.1. Each student shall have the right to grades based upon academic performance and requirements. If a student feels the final grade reflects a capricious, arbitrary, or prejudiced academic evaluation, or reflects discrimination based on race or color, sex, sexual orientation, veteran's status, religion, age, disability, national origin, creed, ancestry, or political affiliation.

3.2.1.2. Each student shall have the right to appeal academic penalties, as set out in Sections 3.5 and 3.6 below.

3.2.1.3. Each student shall have access to the college or University catalog in which academic program requirements are described (e.g., required courses, total credit requirements, residence requirements, special program requirements, minimum grade-point average, probation standards, professional standards, etc.).

3.2.1.3.1. Each student shall have the right to receive from the instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance expectations, laboratory requirements, and special requirements including field trips and costs, grading standards and procedures, professional standards, etc.).

3.2.1.4 The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

3.2.1.4.1. Each student shall have the right to receive written grade reports or other written statements of academic progress at the end of each academic term, including a warning of unsatisfactory academic progress. Students have the right to be notified at midterm of

unsatisfactory progress (D or F) in undergraduate courses in which they are enrolled.

3.3 Application of Policy to Students

3.3.1. Definition of Student. Any person who has been admitted to the University to pursue a course of study, research, or service, who is currently engaged in a University sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the University, or to use the same, in connection with study, research, or service, or who yet has some right or privilege or to receive some benefit or recognition or certification from the University, under the rules, regulations, or policies of the Board of Trustees or the *West Virginia Code of Student Rights and Responsibilities.*

3.3.2. Student Responsibilities;

3.3.2.1. Students are expected to adhere to institutional, academic, and behavioral standards in all academic settings, classrooms, laboratories, clinics, and in other activities which are part of academic requirements.

3.3.2.2. Students are expected to read, understand, and follow academic requirements.

3.3.2.3. Students are responsible for knowing and fulfilling academic requirements stated in writing including, but not limited to: academic requirements for graduation; conditions signifying satisfactory academic progress; requirements for student honesty and originality of expression; conditions of academic probation and suspension; specific course requirements; specific clinical and laboratory requirements, and written plans of study.

3.4 Academic Requirements and Consequences of Failure to Meet Requirements

A student may appeal any penalty according to the procedures in Sections 3.5 and 3.6 below. The University and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 3.4.2.1, may be imposed. Each instructor determines the point at which the penalties specified in Section 3.4.2.1 may be imposed. The University and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

3.4.1. Academic Requirements and Criteria. The University and its constituent colleges and schools shall define and promulgate the academic requirements, criteria, and standards as set out in Section 3.1.1 above. Normally, students may finish a program of study according to the requirements under which they were admitted. However, requirements are subject to change at any time, with reasonable notice provided to students.

3.4.2. Consequences of Failure to Meet Academic requirements. A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the University and/or its constituent colleges and schools according to Section 3.1.1., may be subject to one or more of the following penalties:

3.4.2.1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

3.4.2.2. Academic probation as determined and defined by the University and/or its constituent colleges and schools.

3.4.2.3. Academic suspension as determined and defined by the University and/or its constituent colleges and schools. After one calendar year from the effective date of suspension, any student who has been suspended one time shall, upon written application, be readmitted to the University and to the college or school in which the student was previously enrolled, unless the student petitions for admission to another college or school. After the second or any subsequent suspension, a student may be readmitted to the University provided that a college or school agrees to readmit the student.

3.4.3. Academic Dismissal. Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a program and remain eligible to enroll in courses or other programs at the institution, or a student may be academically dismissed from the University and not remain eligible to enroll in other courses or programs at the institution.

3.5 Academic Sanctions: Procedures and Appeals

The time limitations stated herein are suggested in order to render a decision as expeditiously as possible. In the case of University holidays or absence of person(s) involved, reasonable delays may be expected.

3.5.1. Procedures for Appealing Academic Matters, West Virginia University has established policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one of its constituent colleges and schools, including those described in Section 3.4.2 above.

3.5.2. Appeal procedures may include but are not limited to:

3.5.2.1. Imposition of grade penalties or exclusion from classes;

3.5.2.1.1. Step I. The student shall discuss the complaint of the action taken with the instructor involved at the earliest possible time but no later than the mid-semester of the succeeding regular semester. If the two parties are unable to resolve the matter satisfactorily, the student may proceed to Step II.

3.5.2.1.2. Step II. The student must prepare and sign a document which states the facts constituting the basis for an appeal. Copies of this document shall be given to the instructor and chairperson of the instructor's department or division (or, if none, the dean) within 15 calendar days of the unsuccessful resolution of the complaint. If within 15 calendar days of the receipt of the student's signed document the chairperson does not resolve the complaint to the satisfaction of the student involved, the student will forward the complaint to the instructor's dean (see Step III).

3.5.2.1.3. Step III. Within 15 calendar days of receipt of the complaint, the instructor's dean, as the President's designee, shall make a final determination of the grade penalty or exclusion from classes and forward the decision to the student and to the instructor and chairperson involved for immediate implementation, which shall end the appeals procedure.

3.5.2.2. Students have the right to appeal final course grades which they believe reflect a capricious, arbitrary, or prejudiced academic evaluation based on race or color, sex, sexual orientation, veteran's status, religion, age, disability, national origin, creed, ancestry, or political affiliation. The grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved. The primary intent of this procedure is to provide a mechanism whereby a student might appeal a failing grade or a grade low enough to cause the student to be eliminated from some program or to require the repetition of a course. Grade appeals that do not meet this classification are not precluded.

3.5.2.2.1. Step I. The student shall discuss the complaint with the instructor involved prior to the midsemester of the succeeding regular semester, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, or if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the chairperson of the instructor's department or division (or, if none, the dean). The chairperson or dean shall assume the role of an informal facilitator and assist in their resolution attempts. If the problem is not resolved within 15 calendar days from when the complaint is first lodged, the student may proceed directly to Step II.

3.5.2.2.2. Step II. The student must prepare and sign a document which states the facts constituting the basis for the appeal within 30 calendar days from when the original complaint was lodged. Copies of this document shall be given to the instructor and to the instructor's chairperson (or, if none, to the dean). If, within 15 calendar days of receipt of the student's signed document, the chairperson does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the instructor's dean (see Step III).

3.5.2.2.3. Step III. Within 15 calendar days of receipt of the complaint, the instructor's dean shall make a determination regarding the grade, making any recommendation for a grade change to the instructor involved. If the instructor involved does not act on the dean's recommendation, or if the student is in disagreement with the decision of the dean, the dean will refer the case to a representative committee, appointed by the dean, for final resolution. This committee shall consist of three or more faculty members, includng at least one person outside the instructor's discipline.

1. Upon receiving an appeal, the committee will notify in writing, the faculty member involved of the grade challenge which shall include a statement of the facts and evidence to be presented by the student.
2. The committee shall provide to the faculty member involved and the student making the appeal written notification of their right to appear at a hearing to be held before the department or college or school representative committee, together with the notice of the date, time and place of the hearing.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. The final decision of this committee shall be forwarded to the instructor and to the dean involved. If the decision requires a change of grade, the instructor shall take action in accordance with the committee's decision.
5. If the instructor does not act within five days, the dean shall make any necessary grade adjustment.
6. In the case of grade appeals, the dean functions as the President's designee; therefore, implementation of this decision shall end the appeal procedure.

3.5.2.3. Imposition of academic probation based on grades or grade-point average. Students have the right to have the sanction of academic probatin reviewed and explained by the academic official who imposed the sanction. Academic probation is not recorded on a student's permanent record and essentially constitutes a warning to the student of standards which must be met.

3.5.2.4. Imposition of academic suspension based on grade-point average, failure to meet the conditions previously specified for removal of academic probation, or failure to meet the conditions of admission, may be appealed under the following conditions:

1. The student may appeal individual final course grades through the procedures specified in Section 3.5.2.2, and if successful, may be reinstated.
2. The student may make an appeal to the appropriate dean based on erroneous calculation of the grade-point average or on erroneous calculation of the time period within which a grade-point average must be achieved. The decision of the dean, as the President's designee, is final.

3.5.2.5. Academic suspension based on failure to meet academic requirements or performance standards specified by the discipline irrespective of grades or grade-point average. Students have the right to appeal academic suspensions based on requirements or standards other than grades or grade-point average which they believe reflect capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race or color, sex, sexual orientation, veteran's status, religion, age, disability, national origin, creed, ancestry, or political affiliation. At the dean's discretion, suspensions may remain in effect until appeal procedures are completed.

3.5.2.5.1. Step I. The student shall discuss the complaint with the dean involved within 30 calendar days of the action taken. If the two parties are unable to resolve the matter satisfactorily within 15 calendar days, the student may proceed to Step II.

3.5.2.5.2. Step II. The student must prepare and sign a document which states the facts constituting the basis for the appeal. A copy of this document shall be given to the University Committee on Student Rights and Responsibilities. Within 15 calendar days of receipt of the appeal, the University Committee on Student Rights and Responsibilities will arrange a hearing using the following procedures:

1. All parties involved shall receive written notice of the date, time, and place of the hearing.
2. The student may be advised by a person of his/her choice from within the institution; likewise, the academic officer recommending suspension may have an adviser from within the institution. Such advisers may consult with but may not speak on behalf of their advisees or otherwise participate.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. Witnesses may be called by any of the parties involved.
5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to any of the parties involved upon written request.

3.5.2.5.3. The decision of the University Committee on Student Rights and Responsibilities will be sent to the dean involved and the student within 7 calendar days of the hearing. If the decision requires a reinstatement, the dean will take action in accordance with the Committee's decision. If the decision of the Committee is to uphold the suspension, the student's appeal must reach the appropriate Vice President within 30 calendar days of receipt of the Committee decision. The Vice President will review and make a decision regarding the suspension within 15 calendar days of receiving the student's appeal. The decision of the Vice President, as the President's designee, is final.

3.5.2.6. Imposition of Sanctions for Academic Dishonesty. Academic dishonesty includes plagiarism; cheating and dishonest practices in connection with examinations, papers, and projects; and forgery, misrepresentation, and fraud. Some cases of forgery, misrepresentation, or fraud which occur outside the context of courses or academic requirements may be referred directly to the University Committee on Student Rights and Responsibilities by any member of the University community. In such cases, the University Committee on Student Rights and Responsibilities will arrange a hearing following the procedure outlined in Step III within 15 calendar days of receipt of the charges.

3.5.2.6.1. Step I. If a student is charged with academic dishonesty, the instructor will contact the student in person and/or notify the student in writing of the specifics of the charge within 15 calendar days of the discovery of the offense. The student must respond within 5 calendar days of the receipt of the notification. If the instructor determines the student is guilty, the maximum penalties the instructor may administer are exclusion from the course, a lower grade, and/or an unforgivable F (not eligible for D/F repeat policy) in the course. The instructor and/or the department chairperson also may recommend to the dean of the college in which the course is offered that additional penalties be imposed on the student. At the discretion of the faculty member or department chairperson, in cases where there is written admission of guilt by the student, the case may be satisfactorily resolved at the departmental level. Whenever a penalty is administered, the facts of the case shall be reported in writing to the dean of the college or school and a copy forwarded to the Office of Judicial Programs for the permanent records. In cases wherein academic dishonesty occurs in a college or school other than that in which the student is enrolled, the results of the case shall be reported to the dean of the college or school in which the student involved is enrolled.

3.5.2.6.2. Step II. If the student denies guilt, if the student believes the penalty imposed in Step I is unjust, or if the instructor and/or department chairperson determines the penalties available at Step I are insufficient for a specific act, the dean of the college or school in which the course is offered shall be notified in writing of the specifics of the case. The dean shall then implement the following steps within 15 calendar days of receipt of notification:

1. Formal notification to the faculty member that the student is appealing the penalties imposed in Step I, or formal notification to the student and faculty member of the charges and nature of evidence which, if proved, would justify additional action.
2. Opportunity for the student, faculty, and witnesses to respond or present evidence in writing to the charges.
3. Review by the dean of the facts and evidence presented, and a determination of the penalty or action, if any, to be applied.

3.5.2.6.3. Step III. If the student wishes to appeal the decision of the dean, the appeal must reach

the University Committee on Student Rights and Responsibilities within 30 calendar days of the student's receipt of the dean's decision. The University Committee on Student Rights and Responsibilities will arrange a hearing within 15 calendar days using the following procedures:

1. All parties involved shall receive written notice of the date, time, and place of the hearing.
2. The student may be advised by a person of his/her choice from within the institution; likewise, the academic officer recommending the additional action may have an adviser from within the institution. Such advisers may consult with, but may not speak on behalf of their advisees, or otherwise participate directly in the proceedings unless they are given specific permission by the University Committee on Student Rights and responsibilities Chairperson.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. Witnesses may be called by any of the parties involved.
5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to any of those involved upon written request. The University Committee on Student Rights and Responsibilities will reach a decision within 7 days of the hearing. If the University Committee on Student Rights and responsibilities finds the student guilty, it will determine the penalty it deems appropriate under the circumstances and inform all parties involved. The penalty imposed cannot be more severe than the penalty imposed by the dean.

3.5.2.6.4. Step IV. Only sanctions of suspension or dismissal invoked or upheld by the University Committee on Student Rights and responsibilities may be appealed to the President or his/her designee. Such appeals must reach the President's Office within 30 calendar days after receipt of written notice of the decision of the University Committee on Student Rights and Responsibilities. The decision of the President or the President's designee is final.

3.6 Academic Dismissal: Procedures and Appeals

Note: The procedures and appeals herein described do not apply to dismissal as a sanction for academic dishonesty. (For procedures and appeals in such cases, see Section 3.5.2.6.)

The time limitations stated herein are suggested in order to render a decision as expeditiously as possible. In the case of University holidays or absence of person(s) involved, reasonable delays may be expected.

A decision to dismiss a student for failure to meet academic standards (as distinguished from academic dishonesy) can be made only after the student has been counseled by the appropriate departmental committee or representative, with counseling to take place as soon as possible after discovery of the problem. After the student is given a reasonable opportunity to correct deficiencies, there shall then be a formal review of the student's status by the appropriate departmental or program committee to determine whether the student shall be retained or dismissed. The student may provide the committee written documentation of his/her efforts to correct deficiencies. A committee recommendation for dismissal, including any documentation provided by the student to the committee, shall be forwarded to the student's dean and to the student. Within 15 calendar days of receipt of the committee's recommendation, the dean shall inform the student and the student's department/program of his/her decision. A decision to dismiss shall specify whether the dismissal is from the program or college/school. The dean may also dismiss a student from the institution if the student does not meet institutional standards.

3.6.1. Dismissal, based on grades or grade-point average, from undergraduate programs, graduate programs, professional programs, and/or from the institution:

3.6.1.1. Step I. The student shall prepare and sign a document which states the facts constituting the basis for the appeal. A copy of this document must reach the dean within 30 calendar days of receipt of written notice of dismissal. The student shall be given an opportunity to discuss the appeal with the dean at any time in Step I. If the matter is not resolved satisfactorily within 15 calendar days of the dean's receipt of the student's appeal, the student may proceed to Step II.

3.6.1.2. Step II. The student will forward a copy of the appeal to the appropriate Vice President within 15 calendar days of failure to resolve the matter at the dean's level. Prior to the decision of the Vice President, the student will be given an opportunity to discuss the appeal with the Vice President. The decision of the Vice President, as the President's designee, shall be rendered within 15 days of receipt of the student's appeal and is final.

3.6.2. Dismissal, based on failure to meet academic requirements or performance standards irrespective of grades or grade-point average, from undergraduate programs, graduate programs, professional programs, and/or from the institution. Students have the right to appeal academic dismissal based on requirements or standards other than grades or grade-point average which they believe reflect capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race or color, sex, sexual orientation, veteran's status, religion, age, disability, national origin, creed, ancestry, or political affiliation.

3.6.2.1. Step I. The student shall prepare and sign a document which states the facts constituting the basis for the appeal. A copy of this document must reach the dean within 30 calendar days of receipt of written notice of dismissal. The student shall be given an opportunity to discuss the appeal with the dean at any time in Step I. If the matter is not resolved satisfactorily within 15 calendar days of the dean's receipt of the student's appeal, the student may proceed to Step II.

3.6.2.2. Step II. The student will forward a copy of the appeal

to the University Committee on Student Rights and Responsibilities, which, within 15 calendar days of receipt of the student's appeal, will arrange a hearing using the following procedures:

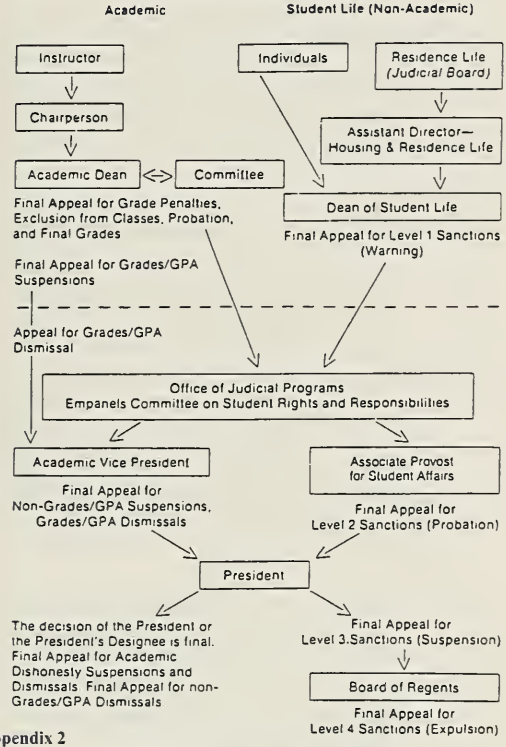
1. All parties involved shall receive written notice of date, time, and place of hearing.
2. The student may be advised by a person of his/her choice from the institution; likewise, the academic officer recommending academic dismissal may have an adviser from the institution. Such advisers may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings unless they are given specific permission by the University Committee on Student Rights and Responsibilities Chairperson.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. Witnesses may be called by any of the parties involved.
5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to any of the parties involved upon written request.

3.6.2.3. The University Committee on Student Rights and Responsibilities will reach a decision within 7 days. The University Committee on Student Rights and Responsibilities' recommendation for dismissal must be reviewed by the appropriate Vice President, who may confirm or remand the recommendation with specific instructions. Prior to the decision of the Vice President, the student will be given an opportunity to discuss the appeal with the Vice President. Within 15 calendar days of a recommendation for dismissal confirmed by the Vice President, the student may appeal to the President. The decision of the President is final.

Appendix 1

Review and Appeal Process

OFFICE OF JUDICIAL PROGRAMS
JUDICIARY FLOW CHART


Academic
Student Life (Non-Academic)
Instructor
Individuals
Residence Life (Judicial Board)
Chairperson
Assistant Director— Housing & Residence Life
Academic Dean
Committee
Dean of Student Life
Final Appeal for Grade Penalties, Exclusion from Classes, Probation, and Final Grades
Final Appeal for Level 1 Sanctions (Warning)
Final Appeal for Grades/GPA Suspensions
Appeal for Grades/GPA Dismissal
Office of Judicial Programs
Empanels Committee on Student Rights and Responsibilities
Academic Vice President
Associate Provost for Student Affairs
Final Appeal for Non-Grades/GPA Suspensions, Grades/GPA Dismissals
Final Appeal for Level 2 Sanctions (Probation)
President
The decision of the President or the President's Designee is final. Final Appeal for Academic Dishonesty Suspensions and Dismissals Final Appeal for non-Grades/GPA Dismissals
Final Appeal for Level 3.Sanctions (Suspension)
Board of Regents
Final Appeal for Level 4 Sanctions (Expulsion)

Appendix 2

CODE OF ETHICAL STANDARDS

Members of review boards play a sensitive role within the institutional governance structure. Thus, it is important that the members maintain high performance and ethical standards. The following code is designed to safeguard the rights of students and to uphold the integrity of the disciplinary procedure as a whole:

1. The name or status of students involved in disciplinary situations should not be discussed with anyone outside the review board membership.
2. Even in the case of open hearings, hearing body members should refrain from public comment on the proceedings, and in no instance should the closed deliberations of the hearing body be discussed, nor should confidential information be revealed.
3. The votes cast by members of the hearing body should be treated as confidential and should not be shared outside the hearing room.
4. The chairperson of the hearing body or designee shall be the official spokesperson for the hearing body. The final decision of the hearing body on any matter will be conveyed to the student charged only by the spokesperson or professional staff member in the Office of Judicial Programs.

However, answers to general questions about the disciplinary system and hearing procedures may be provided by any hearing body member as part of his/her mission in the intended educational process.

5. Members of the review boards and Appeals Committee shall serve as models for students by upholding University regulations and performing their duties in an exemplary manner. Any board member found guilty of violating a University policy or regulation is subject to temporary suspension from the board for a specific time, is ineligible to participate in the board's duties, and must reapply for membership on the board through established procedures.
6. Before any hearing, the chairperson of the hearing board is obligated to ask if any hearing board member has prior knowledge about the student charged which will impair his/her ability to render an impartial decision. It is the responsibility of the hearing board member to make the chairperson aware of any personal relationship with a student charged (e.g., kinship, close friendships, fraternal or organizational affiliation).
7. Each member of the hearing board will make the chairperson aware of any concurrent college service in which she/he is engaged which may present a conflict of interest. The existence of such conflict of interest shall be determined by the chairperson in consultation with other members of the hearing body in session and the member will be excused from hearing and deliberating in case of conflict, or from membership on the hearing board if the conflict is general.

Appendix B —

Policy Bulletin Number 57
Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Universities and Colleges

(Interim Operating Policies. All orders, resolutions and rules adopted or promulgated by the Board of Regents and in effect immediately prior to the first day of July, 1989 are transferred to the Board of Trustees and the institutions of University of West Virginia system and shall continue in effect until rescinded, revised, altered or amended by the Board of Trustees. [W. Va. Code 18-b-1-3(d)].)

TABLE OF CONTENTS

Section 1. General
1.01 Scope 62
1.02 Authority 62
1.03 Filing Date 62
1.04 Effective Date 62
1.05 Repeal of Former Rule 62
Section 2. Purpose
2.01 Purpose 62
2.02 Effective Date 62
2.03 Filing Date 62
Section 3. Definitions
3.01 Board of Regents 62
3.02 Institution or Institutions 62
3.03 President 62
3.04 Property 62
3.05 Activity 62
3.06 Facility 62
3.07 Campus 62
3.08 Faculty 62
3.09 Staff 62
3.10 Student 62
3.11 Member of the Institutional Community 62
Section 4. Policies Regarding Student Rights and Responsibilities
4.01 Freedom of Expression and Assembly 62
4.02 Freedom of Association 62
4.03 Right to Privacy 62
4.04 Responsibilities of Citizenship 63
4.05 Disciplinary Proceedings 63
Section 5. Standards of Conduct: Rules and Regulations
5.01 Conduct Required in General 63
5.02 Prohibited: Disorderly Conduct 63
5.03 Prohibited Conduct: Theft or Damage of Property 63
5.04 Prohibited Conduct: Disruption 63
5.05 Prohibited Conduct: Hazing 63
5.06 Prohibited Conduct: Discrimination 63
Section 6. Powers, Authority, and Duties of the Presidents
6.01 General Powers, Authority, and Duties of the Presidents 63
6.02 Powers, Authority, and Duties of the Presidents: Promulgation of Institutional Regulations for Student Discipline 64
6.04 Powers, Authority, and Duties of the Presidents: Activities on, and Use of, Institutional Property or Facilities 64
6.05 Powers, Authority, and Duties of the Presidents: Public Use of Institutional Property or Facilities, and Restrictions Imposed 64
6.06 Powers, Authority, and Duties of the Presidents: Use of Institutional Property or Facilities: Activities Which Interfere With, Disrupt, or Inhibit Instititional Operations 64
6.07 Powers, Authority, and Duties of the Presidents: Limitations of Assembly and Student Use of Institutional Property or Facilities 64
6.08 Powers, Authority, and Duties of the Presidents: Limitation of Activities and Emergency Measures 64
Section 7. Disciplinary Action Proceedings
7.01 Application to Students 64
7.02 Sanctions in Disciplinary Action 64
7.03 General Requirements for Disciplinary Channels 65
7.04 Procedural Standards in Disciplinary Proceedings 65
7.05 Review by the Board of Regents 66

SECTION 1. GENERAL

1.01 Scope — Policies, Rules, and Regulations regarding student rights, responsibilities, and conduct in West Virginia state universities and colleges.

1.02 Authority — W. Va. Code 18-26-8.

1.03 Filing Date — April 10, 1985.

1.04 Effective Date — July 1, 1985.

1.05 Repeal of Former Rule — Revises and Replaces Policy Bulletin No. 57 dated November 13, 1984. To be implemented July 1, 1985.

SECTION 2. PURPOSE

2.01 Purpose — The purpose of these policies, rules, and regulations includes, but is not limited to, the following:

a. To establish a general policy on student life, including a statement on student rights and responsibilities, at the state colleges and universities.
b. To identify behavioral expectations of students and certain prohibited acts by students at the state colleges and universities.
c. To prescribe penalties and sanctions for such prohibited conduct.
d. To define generally the powers, authority, and duties to be exercised under the control of the Board of Regents, by the presidents and officials of the state colleges and universities in applying these policies, rules, and regulations.
e. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules, and regulations.

2.02 Effective Date — These policies, rules, and regulations are effective immediately inasmuch as they cover any general or emergency situation that might arise at any state college or university, and they supersede any existing policies, rules, and regulations that are in conflict with these policies, rules, and regulations.

2.03 Filing Date — These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the 7th day of August 1970.

SECTION 3. DEFINITIONS

3.01 Board of Regents — The West Virginia Board of Regents.

3.02 Institution or Institutions — Any or all of the institutions of higher education, the state colleges and universities, or any branch or division thereof, over which the Board of Regents shall have authority, responsibility, or control.

3.03 President — The chief executive officer of the institution, whatever the title, whether responsible directly to the Board of Regents or through some other officer to the Board of Regents, and shall include all those acting for or on behalf of such chief executive officer, act or by his direction, or at or by the direction of the Board of Regents.

3.04 Property — Any property, whether owned, rented, or otherwise held or used by the Board of Regents, by an institution, or by the institutional community.

3.05 Activity — All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by an institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research, or service.

3.06 Facility — Any and all property of an institution used or usable in any activity of an institution.

3.07 Campus — All the property and facilities of any institution serving as the *locus in quo* of any activity of an institution.

3.08 Faculty — Those employees of the Board of Regents who are assigned to teaching or research or service functions at an institution, and who hold academic rank.

3.09 Staff — Those employees of the Board of Regents who are assigned to teach or research or service functions at an institution, and who are not members of the faculty.

3.10 Student — Any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

3.11 Member of the Institutional Community — Any officer, administrator, faculty member, staff member, employee, student of or at an institution, member of the institutional Board of Advisors, as well as any person authorized to participate in an institutional activity at the time applicable.

SECTION 4. POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES

The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules, and regulations of the Board of Regents and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Regents and the institution.

4.01 Freedom of Expression and Assembly — The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

a. To have access to campus resources and facilities.
b. To espouse causes.
c. To inquire, discuss, listen to, and evaluate.
d. To listen to any person through the invitation of organizations recognized by the institution.
e. To have a free and independent student press which adheres to the canons of responsible journalism.
f. To not violate the rights of others in matters of expression and assembly.
g. To abide by policies, rules, and regulations of the Board of Regents and the institution and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.

4.02 Freedom of Association — Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

4.03 Right to Privacy — The student is entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:

a. Privileged communications on a one-to-one relationship with faculty, administrators, counselors, and other institutional functionaries.
b. Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters.

c. Confidentiality of academic and disciplinary records.
d. Legitimate evaluations made from student records.

4.04 Responsibilities of Citizenship — The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, the student is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

4.05 Disciplinary Proceedings — Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven guilty of any charge. Each institution shall have authority for promulgating rules and regulations, consistent with policies, rules, and regulations of the Board of Regents.

SECTION 5. STANDARDS OF CONDUCT: RULES AND REGULATIONS

5.01 Conduct Required in General — All students at the institutions are subject to, and are required to comply with, observe, and obey the following:

a. The laws of the United States.
b. The laws of the State of West Virginia.
c. Local city, county, and municipal ordinances.
d. The policies, rules, and regulations of the Board of Regents and the institution.
e. The directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs on campus.

5.02 Prohibited: Disorderly Conduct — Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such violations in local, state, or federal courts:

a. Fights.
b. Assaults or battery.
c. Public disturbances.
d. Unlawful assembly.
e. The violation of any municipal, state, or federal law, or the rules and regulations of the Board of Regents or the institution.

5.03 Prohibited Conduct: Theft or Damage of Property — No student shall, individually or by joining with one or more others, misuse, steal, damage or destroy any institutional property or facilities or the property of any member of the institutional community on or in campuses, property, or facilities or the property of any member of the institutional community on or in campuses, property, or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions or conduct in local, State, or Federal courts.

5.04 Prohibited Conduct: Disruption — No student shall, individually or by joining with one or more other persons, do any of the following:

a. Disrupt or interfere with any institutional activity, program, meeting, or operation.
b. Interfere with the rights of any member of the institutional community.
c. Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the institution's campus, property, or facilities.
d. Seize, hold, commandeer, or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules, and regulations of the Boards of Regents or the institution, by an institutional officer, faculty or staff member, or other person authorized by the President.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.

5.05 Prohibited Conduct: Hazing — No student shall, individually or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. The President of each college and university shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:

a. Prohibit any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities.
b. Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students. The institutional policy shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.
c. Identify, through student publications and other appropriate mechanisms, the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: denial of the use of institutional facilities, removal of some or all social privileges, removal of institional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The President of the institution shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institition's hazing policy and the sanctions which may be imposed upon offending organizations.
d. Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing as provided in section 7.04 of these policies, rules, and regulations.

5.06 Prohibited Conduct: Discrimination — No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap, or age. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, State, or Federal courts.

SECTION 6. POWERS, AUTHORITY, AND DUTIES OF THE PRESIDENTS

6.01 General Powers, Authority, and Duties of the Presidents — The chief executive officer of each institution shall be the President. The President shall be responsible for the entire administration of the institution, subject to the control of the Board of Regents. It shall be the President's duty to attend to and administer the laws of the State of West

Virginia which may be applicable on the campus; the policies, rules, and regulations of the Board of Regents; and policies, rules, and regulations of the institution. Each such President is hereby vested with authority requisite to that end, subject to the control of the Board of Regents.

6.02 Powers, Authority, and Duties of the Presidents: Delegation of Authority and Responsibility — Any authority, responsibility, or duty granted to or imposed upon such a President by these policies, rules, and regulations may be delegated by the President, subject to the control of the Board of Regents, to another person or persons on the faculty, staff or student body of the institution.

All persons dealing in the matters so delegated by the President shall be required to deal with the persons to whom the President shall have delegated such authority, responsibility, or duty, and such persons shall be required to deal with the institution or the President through such designees, except on appeal to the President as specified by the President.

6.03 Powers, Authority, and Duties of the Presidents: Promulgation of Institutional Regulations for Student Discipline — The President of each institution shall have authority and responsibility, subject to the control of the Board of Regents, for the discipline of all students at the institution.

The President, with the advice of faculty and students and subject to the control of the Board of Regents, shall develop, promulgate, and use disciplinary regulations and channels at each institution not inconsistent with the policies, rules, and regulations of the Board of Regents.

6.04 Powers, Authority, and Duties of the Presidents: Activities on, and Use of, Institutional Property or Facilities — The use by any person of the property or facilities of the institution shall be controlled and governed by the policies, rules, and regulations of the Board of Regents.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the President, thereof, with the advice of faculty and students, and shall conform to these policies, rules, and regulations, and be subject to the control of the Board of Regents.

6.05 Powers, Authority, and Duties of the Presidents: Public Use of Institutional Property or Facilities, and Restrictions Imposed — Subject to the control fo the Board of Regents, notwithstanding any rule, regulation, policy, or express or implied permission for the use of, or presence in or on the property or facilities of any institution, any person who (a) is not a student presently registered for current classes or course work at this particular institution, or, is not an employee of the Board of Regents currently on duty at the institution; and (b) by his/her conduct or speech or expressions causes, or, in the opinion of the President of the institution or the President's delegate of authority, may be reasonably expected to cause harm to persons, property, or facilities, or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the President of such institution or the President's delegate of authority shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The President or his delegate of authority may take whatever legal or institutional action is necessary to effectuate this authority.

6.06 Powers, Authority, and Duties of the Presidents: Use of Institutional Property or Facilities: Activities Which Interfere With, Disrupt, or Inhibit Instititonal Operations — The assertion by any person or persons of rights of speech, assembly, press, or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation, or permission, express or implied, notwithstanding.

6.07 Powers, Authority, and Duties of the Presidents: Limitations of Assembly and Student Use of Institutional Property or Facilities — Subject to the control of the Board of Regents, when, in the judgment of the President of any institution, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities, or interference with or disruption of activities, such President or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property, or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

6.08 Powers, Authority, and Duties of the Presidents: Limitation of Activities and Emergency Measures — When there has been harm or damage to persons, property, or facilities, or when there has been disruption of or interference with institutional activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Regents, when the President of an institution at which such occurrences happen or take place, deems it necessary to end or to control such occurrences and the circumstances caused thereby, that President shall take any or all of the following actions or other appropriate actions:

a. Declare a state of emergency to exist on the campus, and:
   (1) Close down any part of the institution for any length of time, or limit use of certain parts of the campus, property, or facilities to certain persons at certain times;
   (2) Impose curfews on the presence of persons in or on institutional facilities or property;
   (3) Place bans on gatherings of persons at places or times on or in the institution's property or facilities; or
   (4) Enlist the aid of any public authority, police, or otherwise, as may be necessary to restore order, protect persons, property, health, safety, or welfare.
b. Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told, or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations.
c. See to the enforcement of the laws of the State of West Virginia, the policies, rules, and regulations of the Board of Regents; and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

SECTION 7. DISCIPLINARY ACTION: PROCEEDINGS

7.01 Application to Students — Any peson who is a student as defined in these policies, rules, and regulations shall be subject to disciplinary action by the institution at which he/she is a student if that person is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules, and regulations, notwithstanding the fact that at the time the student is also an employee of the Board of Regents. In taking disciplinary action against a student, as defined herein, an institution may act to remove any status of such a person or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

7.02 Sanctions in Disciplinary Action — The following sanctions may be imposed upon students as a result of disciplinary action by an institution:

a. Probation — exclusion from participation in certain institutional activities, property, or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules, and regulations, or specified required activity during the period of probation.
b. Suspension — exclusion from all institutional activities for a definite stated period of time up to one academic year, and any condition on resumption of activities, if any, also may be imposed.
c. Expulsion — termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition fo the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations.

Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the President of the institution.

Each institution shall identify in its student handbook, or other similar publication, the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

A sanction of suspension or expulsion imposed by a college or university under the jurisdiction of the Board of Regents shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at all colleges and universities under the jurisdiction of the Board of Regents. A student who is expelled from one institution in the Board of Regents' system may not be considered for admission to another institution in the system until one year has elapsed after the student has been expelled.

Where a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event the sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

7.03 General Requirements for Disciplinary Channels — Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to Section 4.05 and 6.03 hereof, or any of these policies, rules, and regulations, shall provide, among other things, at least for the following:

a. There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three, and, in any event, on any panel hearing a case, shall be odd.
b. The hearing board shall have jurisdiction of cases involving the alleged violations of Sections 5.02, 5.03, 5.04, 5.05, and 5.06 of these policies, rules, and regulations, and of cases involving students suspended pursuant to Section 6.08b of these policies, rules, and regulations.
c. The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
   (1) To hear evidence;
   (2) To make findings of fact from the evidence presented;
   (3) To make recommendations to the President of the institution, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and
   (4) To refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases.)
d. The hearing board shall have such appellate jurisdiction, as may be appropriate to the institution, from the determination and recommendations of any lesser disciplinary channel.
e. The student may then object or take exception to the recommendation of the hearing board under such procedures as the President may deem appropriate.

7.04 Procedural Standards in Disciplinary Proceedings — In any disciplinary proceedings before a hearing board established pursuant to Section 7.03 brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

a. Written charges of violation shall be presented to the accused student which shall include at least:
   (1) A statement of the policy, rule, or regulation which allegedly has been violated;
   (2) A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;
   (3) A statement that a hearing will be held before the hearing board on the charges, together with notice of the date, time, and place of the hearing; and
   (4) In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least forty-eight hours prior to the hearing if the attorney will be present at the proceedings). It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion fo the hearing board.
b. Said written charges shall be served upon the student charged by one of the following means:
   (1) Handing a copy to the student in person, if he/she can be found with reasonable diligence in the town where the institution is located and the hearing is to take place; or
   (2) Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on his/her official records at the institution; or
   (3) If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his/her

last known permanent or home residence as disclosed by official records at the institution. It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his/her current address while attending the institution or of his current permanent home address, and the hearing may proceed without hindrance or delay.

c. A hearing shall be held at the date, time, and place specified (unless postponed by the hearing board for good cause shown) and shall provide the student at least five days notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such manner as to do substantial justice and shall include at least the following:
   (1) The accused student has the right to have an advisor. Such an advisor may be a parent or guardian, a student at the institution, or member of the faculty or staff of the institution. An advisor may consult with the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing board. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in Section 7.04a (4) of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The college or university may request legal counsel through the Office fo the Chancellor. Counsel retained by the institution may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings;
   (2) All material evidence may be presented subject to the right of cross examination of the witnesses;
   (3) There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required.
   (4) In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identifty of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.

d. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.

e. After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the President of the institution. Within ten working days following receipt of the hearing board recommendations, the President shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 7.02 of these policies, rules, and regulations, the decision of the President shall be final.

7.05 Review by the Board of Regents — The Board of Regents may, from time to time, require from the presidents, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Regents may require.

In disciplinary cases where the institutional sanction is expulsion, the Board of Regents may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of any President on the record of the case submitted and on leave of the Board of Regents first obtained. A student desiring to appeal the sanction of expulsion must, within three working days, indicate to the President in writing an intent to appeal the decision to the Board of Regents. A written petition of appeal must be filed with the Chancellor the Board of Regents within fifteen days of the institutional President's decision. If the Board of Regents determines that the petition will not be heard, the decision of the President of the institution is affirmed and sanctions imposed therein shall be effective upon the President's receipt of the statement of denial.

If the appeal is granted, the sanction imposed by the President's decision shall be stayed until the Board of Regents makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the person appealing and the President shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the President of the decision rendered by the Board of Regents.

In reviewing student appeals involving the sanction of expulsion, the Board of Regents will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Regents may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

Appendix C —

Policy Bulletin Number 60
Policy Regarding Academic Rights And Responsibilities of Students

(Interim Operating Policies. All orders, resolutions and rules adopted or promulgated by the Board of Regents and in effect immediately prior to the first day of July, 1989 are transferred to the Board of Trustees and the institutions of University of West Virginia system and shall continue in effect until rescinded, revised, altered or amended by the Board of Trustees. [W. Va. Code 18-b-1-3(d)].)

SECTION 0. GENERAL

0.1 Scope — Policy regarding academic rights and responsibilities of students.

0.2 Authority — *West Virginia Code* 8-26-8

0.3 Filing Date — May 1, 1986

0.4 Effective Date — June 1, 1986

0.5 Revises and Replaces Existing Section 7 of Policy Bulletin No. 57 dated July 13, 1982, and Policy Bulletin No. 60 dated November 13, 1984.

SECTION 1. ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

1.1 The institution and its constituent colleges and schools shall define and promulgate, consistent with the policies, rules, and regulations of the Board of Regents, the academic requirements for admission to the institution, for admission to limited enrollment programs, and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

1.2 A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

SECTION 2. ACADEMIC RIGHTS

2.1 Concomitant with the academic standards and responsibilities established pursuant to Section 1, each student shall have the following academic rights:

2.1.1. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, or national origin.

2.1.2. Each student shall have the right to have any academic penalty, as set out in Section 4.2 below and more specifically defined by his/her institution, reviewed.

2.1.3. Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade-point average, probation standards, professional standards, etc.). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

2.1.4. The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

SECTION 3. APPLICATION OF POLICY TO STUDENTS

3.1 Student — any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

3.2 A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges and schools according to Section 1.1. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics, and any other activities which are part of academic requirements.

SECTION 4. ACADEMIC REQUIREMENTS AND CONSEQUENCES OF FAILURE TO MEET REQUIREMENTS

4.1 The institution and its constituent colleges and schools shall define and promulgate the academic requirements, criteria, and standards as set out in Section 1.1 above. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

4.2 A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent colleges and schools according to Section 1.1, may be subject to one or more of the following penalties:

4.2.1. A lower grade or failure of the course of exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

4.2.2. Academic probation as determined and defined by the institution and its constituent colleges and schools.

4.2.3. Academic suspension as determined and defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

4.4 A student may appeal any penalty according to the procedures in Sections 5 and 6 below. Each institution and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 4.2.1, may be imposed. Each instructor determines the point at which the penalties specified in Section 4.2.1 may be imposed. Each institution and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

SECTION 5. APPEALS

5.1. Each institution and its constituent colleges and schools shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one of its constituent colleges and schools, including those described in Section 4.2 above.

5.2. Additional procedures may include but not be limited to:

5.2.1. Appeals of a grade penalty or exclusion from class,

5.2.2. Appeals of final course grades,

5.2.3. Appeals of imposition of academic probation,

5.2.4. Appeals of imposition of academic suspension,

5.2.5. Appeals of dismissal from undergraduate programs,

5.2.6. Appeals of dismissal from graduate programs,

5.2.7. Appeals of dismissal from professional degree programs,

5.2.8. Appeals of dismissal from the institution.

5.3. Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:

5.3.1. Written notice to the student (1) of his/her failure to meet or maintain an academic standard, (2) of the methods, if any, by which the student may correct the failure, and (3) of the penalty which may be imposed.

5.3.2. An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

5.3.3. An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty calendar days after written notice of the decision or judgment.

5.3.4. An opportunity to appeal to the president of the institution or his/her designee within 30 calendar days after the receipt of written notice of the decision or judgement.

5.3.5. The decision of the president or his/her designee regarding an academic appeal is final.

SECTION 6. APPEALS PROCEDURES FOR ACADEMIC DISMISSAL

6.1. The appeal will be subject to the following conditions:

6.1.1. The appeal must be filed within thirty calendar days after written notice of the decision.

6.1.2. The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.

6.1.3. The student may be advised by a person of his/her choice from the institution; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

6.1.4. Witnesses may be called by any of the parties involved.

6.1.5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

6.1.6. The decision of the president or his/her designee regarding academic dismissal is final.

SECTION 7. PUBLICATION

7.1 All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

Appendix D —

West Virginia University Policy on the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

West Virginia University accords all the rights under the law to students who are declared independent. No one outside West Virginia University shall have access to nor will West Virginia University disclose any information from students' education records, without the written consent of students **except** to personnel within West Virginia University and the West Virginia Board of Regents; to officials of other institutions in which students seek to enroll; to persons or organizations providing students' financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with judicial order; to organizations conducting studies for, or on behalf of, educational agencies of institutions for the purpose of developing, validating, or administering predictive tests, administering students aid programs, and improving instruction; and to persons in an emergency in order to protect the health or safety of students and or other persons. All these exceptions are permitted under the Act.

The Act also permits disclosure of information from students' education records, without the written consent of students, to parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1954, as amended. West Virginia University intends to consider all students as "dependent" for purposes of disclosure of information to parents unless the students specifically notify in writing the Office of Admissions and Records, West Virginia University, that they are not a "dependent" of their parents for Federal Income Tax purposes. Students need to give such written notification only once.

Within the West Virginia University community, only those members individually and collectively, acting on the students' educational interest are allowed access to student education records. These members include personnel in the Office of Admissions and Records, Student Affairs including the Counseling Service, Office of Student Life, International Students Adviser, Student Financial Aid, and Career Services Center, the offices of Deans and Directors maintaining student education records, and other administrative and academic personnel within the limitations of their need to know.

At its discretion West Virginia University may provide Directory Information in accordance with the provisions of the Act to include: stu-

dent name, address, telephone number, date and place of birth, names and addresses of parents, major field of study, date of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Office of Admissions and Records, West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the fall semester.

To assure that the request for non-disclosure of Directory Information is properly processed and honored, the student should use the Official Form available in the Office of Admissions and Records. Request for non-disclosure will be honored by West Virginia University for **only one** academic year. Therefore, authorization to withhold Directory Information must be filed annually in the Office of Admissions and Records. For this purpose the academic year of West Virginia University commences with the first summer session.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The Office of Admissions and Records at West Virginia University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and career services records. Students wishing to review their education records must make a request to the office maintaining the particular education record desired to be reviewed listing the item or items of interest. Only records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere. These copies would be made at a students' expense at the prevailing rates charged at coin-operated copying machines operated by the University. Education records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or career placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which West Virginia University will permit access **only** to that part of the record which pertains to the inquiring student. West Virginia University is **not** required to permit students to inspect and review confidential letters and recommendations placed in their files before January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Office of Admissions and Records. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of Admissions and Records of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Associate Provost for Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel which will adjudicate such challenges will consist of not less than three members, including at least one student member, of the West Virginia University Student Records Hearing Committee, a seven member committee, consisting of four members of the faculty and three students, appointed annually by the President of the University.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with decisions of the hearing panel, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as a part of the students' record, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may appeal in writing to the President of West Virginia University. Decisions made by the President may be appealed to the Chancellor and the West Virginia Board of Regents, 950 Kanawha Boulevard, East, Charleston, WV 25301. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), the Department of Health and Human Services, Washington, DC 20201, concerning the alleged failures of West Virginia University and/or the West Virginia Board of Regents to comply with the act.

Revisions and clarifications of this policy will be published as experience with the law and West Virginia University's policy warrant.

Annual Notice To Students of the Family Educational Rights and Privacy Act of 1974 and Notice Designating Directory Information

Annually, West Virginia University informs students of the Family Educational Rights and Privacy act of 1974. This Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Office (FERPA) concerning alleged failures by West Virginia University to comply with the Act.

The West Virginia University Policy on the Family Educational Rights and Privacy Act explains in detail the procedures to be used for compliance with the provisions of the Act. Copies of the policy can be found in the offices of all Deans and Directors. The policy also is printed in the *Student Handbook* and annually in the *Daily Athenaeum*. The offices of the Deans and Directors can inform students as to the locations of all education records maintained on students by West Virginia University.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Admissions and Records.

West Virginia University designates the following categories of student information as public or "Directory Information." Such information may be disclosed by West Virginia University for any purpose, at its discretion.

Category I: Name, address, telephone number.

Category II: Dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth, and names and addresses of parents.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Admissions and Records at West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the Fall Semester. Official forms requesting the withholding of "Directory Information" are available in the Office of Admissions and Records. To assure that a request to withhold "Directory Information" will be properly processed and honored, it should be submitted on the Official Form.

West Virginia University assumes that failure on the part of any student to specifically request, on the Official Form, the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Appendix E —

Residence Hall Terms, Conditions, and Regulations

The University owned residence halls include Arnold Hall Complex, Boreman South, Boreman North, Dadisman and Stalnaker on the Downtown Campus, and Bennett, Braxton, Brooke and Lyon on the Evansdale Campus. Arnold provides housing for some upper-class students. All halls house undergraduate students. Facilities include lounges, sun decks, laundries, study rooms, luggage storage rooms, and an area dining facility. Computer terminal sites are provided in Boreman, Arnold, Stalnaker and Evansdale Residential Complex for residents and their guests. Most of the rooms accommodate two persons but there are also singles and triples.

OBLIGATION OF STUDENT

Students are obligated to abide by the terms, conditions and regulations which govern the WVU Housing and Food Service Contract. *THIS OBLIGATION INCLUDES ASSUMING FINANCIAL RESPONSIBILITY FOR THE ENTIRE CONTRACT PERIOD.*

LEGALITY

Residence accommodations are available only on a combined room and board basis. The Housing and Food Service Contract may not be transferred or reassigned. The meal ticket may only be used by the person to whom it is issued, and a room may only be occupied by the student(s) to whom it is assigned. The Contract must be signed and dated as evidence of acceptance of these terms, conditions, and regulations. *THIS IS A LEGALLY BINDING CONTRACT. FAILURE TO PICK UP A KEY AND/OR MEAL TICKET DOES NOT RELEASE A STUDENT FROM THIS CONTRACT.*

CONTRACT PERIOD

Contracts made for the beginning or after the beginning of the Fall Semester are legally binding through the remainder of the academic year, i.e., to the end of the Spring Semester, and include financial responsibility for the entire contract period. A student who lives close enough to campus to commute but who elects to submit a contract, will not be released from his/her contract later to live at home. *IF A STUDENT WITHDRAWS AFTER ARRIVAL DAY FALL SEMESTER AND RETURNS AS A REGISTERED UNDERGRADUATE STUDENT DURING THE CONTRACT PERIOD, THE CONTRACT CONTINUES TO BE ACTIVE AND THE STUDENT MUST RETURN TO A RESIDENCE HALL.*

RESIDENCY POLICY

While the Department of Housing and Residence Life requires that freshmen reside on campus, the following exemptions are allowed:

(1) students living within commuting distance who plan to reside with their parents,
(2) married students,
(3) students with children.

Requests to reside off campus must be made **on or before June 1.**

All students requesting to live off campus during their freshman year must submit a letter of request, stating their reasons to:

Assistant Director/Administration & Finance
G-114 Bennett Tower
PO Box 6430
Morgantown, WV 26506-6430

SEMESTER ROOM AND BOARD RATES

1995-1996 Room and Board Rates Per Semester (Based on 19 Meal Plan)

Type of Accommodation	Total
Single	$2,519.00
Double	2,217.00
Triple	2,150.00
Suite	2,272.00
Stalnaker Hall Suite	2,331.00

THE UNIVERSITY RESERVES THE RIGHT TO REVISE OR CHANGE RATES WITHOUT FURTHER NOTICE. The rates shown are 1995-96 rates and are subject to increases by West Virginia Board of Trustees action. Action on subsequent room and board increases generally occur in late Spring and are announced prior to the issuance of Housing Invoices for Fall Semester.

PAYMENT

Although the Housing and Food Service contract is for the entire academic year, **invoices (for payment) are sent for one semester at a time.**

Invoices will be mailed to students as follows:

First Semester — mailed to the student's home prior to the beginning of the academic year.

Second Semester — mailed to the student at his/her campus address in December.

If an invoice is not received or is misplaced, the student should report directly to the Assignments Office, located on the lower level of Bennett Tower, shortly after his/her arrival to campus. The last day to pay a housing invoice without a late fee is the close of business on Wednesday of the first week of classes.

Make check or money order payable to West Virginia University. Remit payment to the Cashier's Office. Identify all payments with student's social security number, and purpose of payment.

Payment of room and board charges by check are subject to West Virginia University's Non-Sufficient Funds Check Policy. A copy of this policy is available in the Office of the Director of Housing and Residence Life.

Students paying with any type of financial aid including scholarships must follow the special instructions inserted with the tuition invoice sent by the Controller's Office.

If a student's financial aid has not arrived before the start of the semester, or if a student is experiencing extreme financial difficulty, he/she may make arrangements to defer payment. To arrange for this deferment, a student must meet with the Administrative Assistant for Accounting at General Registration.

If approval for an arrangement is granted, one-half of the amount owed will be due by the first Wednesday of classes, and the balance due by the close of business on the Friday of the fifth week of classes.

A resident whose account becomes delinquent may be required to vacate the room; the meal ticket will be invalidated. That student will be required to surrender the room key and meal ticket, and will continue to be held responsible for the entire room portion and a specified amount of the board for the remainder of the contract period.

The student will not receive grades or be allowed to register for classes unless he/she is current on payments in accordance with the University's room and board contract.

HOUSING DEPOSIT ($150.00) & REFUND POLICY

1. If the Administrative Division of the Department of Housing and Residence Life receives written notification of cancellation, on or before specified deadlines, the following refund rates apply:
   A. Fifty dollars ($50.00) refundable until June 1, for the academic year, and December 1, for the Spring Semester.
   B. **No refund** after June 1, for the academic year, and December 1, for the Spring semester.
2. If a student plans to withdraw, transfer, student teach (not within commuting distance), or graduate prior to the start of the spring semester, he/she must notify the Assignments Office in writing on or before Dec. 1 to obtain the $50 refundable portion of the room deposit.
3. **The Housing deposit** will be deducted from the Spring Semester Room and Board Invoice.

CANCELLATION OF CONTRACT

To cancel a room and board contract for the entire academic year, a student must send a letter of cancellation **on or before June 1.** A student applying for housing for the spring semester only must cancel in writing **on or before December 1.** If the stated procedures are followed, the student will be refunded ($50) of the housing deposit. If the stated cancellation deadlines are not met, the deposit will be forfeited.

In addition, if a student enters into a University housing contract, does not cancel, and is enrolled in classes as a WVU student, he/she will be held accountable for that contract. The letter of cancellation should be mailed to:

Assistant Director/Administration & Finance
Department of Housing & Residence Life
G-114 Bennett Tower
Morgantown, WV 26506

WITHDRAWAL

1. If a student officially withdraws from the University, having obtained the appropriate forms from the Office of Student Life, the unused portion of the room and board will be refunded. The "Unused portion" will be based on the date the student's belongings are removed from the room and the date that the meal ticket/ID and room key are surrendered.
2. If the student moves from the residence hall for any other reason than withdrawal from the University, the student will be held accountable for 100 percent of the room rent and 60 percent of the food service portion of the contract for the remainder of the academic year. If the student fails to surrender the meal ticket/ID, he/she will be responsible for the entire Contract for the academic year. See *EYES and 'EERS.* (Student Discipline).

ARRIVAL DATES 1995-96

Fall Semester 1995		9:00 a.m.-5:00 p.m.
	Aug. 16 • Fall Orientation Participants Only	
	Aug. 17-19 • All Other residents	
Spring Semester 1996	Jan. 4-7	9:00 a.m.-5:00 p.m.

Residence halls will not be open prior to these dates. Overnight accommodations will not be available in any residence hall prior to the dates specified as "arrival dates" for new or continuing students. New students attending Orientation may report to their assigned rooms earlier. *Food Service for students will be available beginning with lunch on the day that the halls open officially for returning students.*

CHECKING IN

Information will be provided when you receive your housing assignment packet.

Residence Hall Room and Property Inventory: For the resident's protection, a "Residence Hall Room and Property Inventory" must be completed at the time that a resident moves into a room. This form is given to the student during check-in and must be completed and returned to the Resident Assistant on the floor or to the Area Manager's Office within twenty-four hours. Residents who choose not to complete and return this form will be held responsible for the condition of their assigned space based upon a prior room condition evaluation by the Department of Housing and Residence Life.

Late Check-In: Unless the student requests an extension of the arrival period through the Assignment Office, the University is not obligated to hold a specific room assignment later than 5:00 p.m. of the first day of classes. The student is required to accept other available accommodations.

HOUSING INFORMATION

Notification of Housing Assignment: Assignments are typically made in late Spring. Applicants should expect to receive written notification of their assignments prior to the end of May. Late applicants should not expect to receive written notification until early August.

Temporary Housing: If more space is needed for student housing at the beginning of the academic year, an additional person may be temporarily assigned to a larger double or triple room occupied by other students.

Students, who due to the lateness of their housing application cannot be immediately assigned to a regular space, ***will be assigned temporarily to a "temporary housing" space within a residence hall.*** These students must accept the first possible reassignment to a permanent space. Students assigned to extended housing after the first full week of classes will be provided with a reduced rate for the room portion of their contract.

Regular Living Accommodations: Assignment to a regular living ac-

commodation in any residence hall, even though it may not be in an area of the student's choice, is considered permanent. However, all students will be permitted to request room changes following the guidelines listed below.

Room Change Requests: All room changes must be approved by the Resident Life Staff. Residents desiring to make a room change must contact the Staff Assistant on the campus on which their hall is located. The Staff Assistant can be reached on the Main Campus at 293-3259 or 293-2943 and on the Evansdale Campus at 293-4598. Residents should also notify their Resident Assistant that they are anticipating a room change. In order to maintain accurate records and coordinate assignments, room changes will be limited to designated periods during the year. Students wishing to move at other times require special permission from the Area Coordinator. **NOTE: Room changes will not be made on the basis of race, color, national origin or sexual orientation.**

Residents making an approved room change are responsible for both their old and new room keys until the old room key is returned to the appropriate Area Manager's Office and the key book is signed and dated. *If there are more than two room changes by the same student during a school term, an administrative fee of $25.00 will be assessed for each subsequent move.

Room changes will be permitted until December 1 and the Friday of The Last Week of Classes during the spring semester.

New students and students making room changes by the designated deadline will be assigned to vacancies within occupied double or triple rooms.

Furnishings Provided in Student Rooms: The residence hall rooms are furnished with closets, single beds, study desks and chairs, dressers, wastebaskets, mattresses, study lamps, and window coverings. (Note: Fitted sheets may not fit institutional mattresses.)

Liquid-Filled Furniture: Because of the excessive weight and the potential for liquid damage, liquid-filled beds and other liquid-filled furniture are not permitted.

Loss of Room Key(s): Room keys are signed out to residents when they register in their halls. Residents are urged to exercise extreme caution in safeguarding their keys and to carry them at all times. Keys are for the protection of the residents. West Virginia University is not responsible for loss of property. Residents should always keep their doors locked when not in their rooms. If a resident loses a room key, the loss must be reported to the Resident Director and the Area Manager as soon as possible. The Area Manager or Resident Director will sign out a replacement key for a period not to exceed five working days. If the original key is found, the resident must return the replacement key. If the key is not found, a new door lock and a new mailbox lock will be installed. New keys will be issued to the resident and his/her roommate(s) at a charge of $25.00 to the resident who lost the key. At the end of the year, or when a resident moves from the residence hall, or when a room change is made, the key(s) must be returned directly to the Area Manager's Office. Failure to return the key(s) will result in a $25.00 lock change charge to the resident who failed to return the key(s).

Check-Out Procedures: All residents are required to vacate and remove personal belongings from the rooms upon termination of the housing contract, no later than twenty-four hours after their last examination, or their withdrawal from the University. At the end of the year, or when a student moves from the residence hall, or when a room change is made, the keys must be returned directly to the Area Manager's Office. Failure to return the keys will result in a $25.00 charge for the purpose of replacing the lock and keys. Listed below are the locations and telephone numbers of the Area Managers for each residence hall. Keys should be returned on the same day of the move and during normal hours of operation which are 8:00 a.m. to 4:00 p.m., Monday through Friday.

Evansdale — M-18	293-3496
Arnold — Ground Floor Office	293-5840
Boreman — G-02	293-4130
Dadisman — 108	293-4230

Holiday/Semester Recesses: Residence halls will be closed during holiday recesses. Dates of closings and reopenings will be posted on residence hall bulletin boards and in the *EYES & EERS*. Room and board rates do not include service during official University vacation periods and semester breaks.

FOOD SERVICE INFORMATION

Board Plan: All students residing in University residence halls are required to participate in the University dining program. Three meals a day, Monday through Friday, are provided. Saturday and Sunday meals consist of a brunch and dinner. When students register in the residence halls, they will be issued a permanent meal ticket/ID card that includes the student's photograph. The meal ticket must be presented at all meals. Residents will be held personally accountable for the proper use of their meal tickets and may be subject to disciplinary action for allowing another person to use them. The University currently operates four dining halls: One at the Evansdale Residential Complex, Boreman Hall, Stalnaker Hall and Arnold Hall. The meal ticket may be used in any of the dining halls. NOTE: The meal ticket/ID also is the means by which residents are allowed entry to their residence hall after closing.

Students may select one of three meals plans (19, 15, 10 meals). **Once a meal plan has been chosen, the number of meals may be increased, but not decreased to fewer meals.** Students failing to select a meal plan will be assigned Option 11, 15 meal plan.

MEAL PLAN OPTIONS

(1) Full — 19 Meals (2) Any 15 Meals (3) Any 10 meals

MEAL SCHEDULE

Generally, meals will be served at the following times. There may be slight variations between halls, so posted meal schedules should be checked for correct dining room hours. During home football and basketball games, meal schedules may be adjusted.

Dining Hours:	*Arnold Dining Hall*	
Monday-Friday	Breakfast	7:30 a.m.-10:00 a.m.
	Lunch	11:45 a.m.-1:45 p.m.
	Dinner	4:30 p.m.-6:30 p.m.
Saturday	Brunch	Closed
	Dinner	Closed
Sunday	Dinner	4:00 p.m.-6:00 p.m.
Dining Hours:	*Boreman Dining Hall*	
Monday-Friday	Breakfast	6:45 a.m.-9:15 a.m.
	Lunch	11:00 a.m.-1:00 p.m.
	Dinner	4:00 p.m.-6:15 p.m.
Saturday	Brunch	Closed
	Dinner	Closed
Sunday	Brunch	Closed
Dining Hours	*Stalnaker Dining Hall*	
Monday-Friday	Breakfast	7:30 a.m.-10:00 a.m.
	Lunch	11:30 a.m.-2:00 p.m.
Monday-Thursday	Dinner	4:30 p.m.-6:45 p.m.
Friday	Dinner	Closed
Saturday	Brunch	10:00 a.m.-1:00 p.m.
	Dinner	4:30 p.m.-6:00 p.m.
Sunday	Brunch	11:00 a.m.-2:00 p.m.
	Dinner	4:00 p.m.-6:00 p.m.
Dining Hours	*Evansdale Residential Complex Dining Hall*	
Monday-Friday	Breakfast	6:45 a.m.-9:00 a.m.
	Lunch	11:00 a.m.-1:30 p.m.
	Dinner	4:00 p.m.-6:30 p.m.
Saturday	Brunch	10:00 a.m.-12:00 p.m.
	Dinner	3:00 p.m.-5:00 p.m.
Sunday	Brunch	11:00 p.m.-3:00 p.m.

Lost Meal Tickets: If a meal ticket is lost, a new one may be obtained from the Vali-Dine Office on the main floor of Bennett Tower. The charge for replacement is $15.00, non-refundable. If residents are unable to visit the Vali-Dine Office prior to the next meal, they must pay for that meal. The students will be given receipts and will be refunded that amount if they present them to the Housing Cashier's Office within ten (10) working days.

Special Diets: Students requiring special diets due to medical problems may have special foods prepared for $10.00 a week. Arrangements must be made with the Food Service Manager of the dining hall. A physician's request must be presented before special meal service can be provided.

Meal Schedule Conflicts: Students with classes or work schedules which conflict with meal periods may make arrangements to pick up a bag meal in lieu of a lunch or dinner meal at the dining hall. There will be no refunds to students who schedule classes or work which conflict with meal schedules. Students with questions concerning the request of a bag meal should contact a Food Service Supervisor or a Food Service Manager in their dining hall.

Meals During Illness: If residents are ill and unable to eat their meals in a dining hall, they may obtain meals by having a roommate bring the resident's meal ticket and a permit signed by a Resident Director to the dining hall. A Food Service Supervisor will provide an appropriate meal.

Menus: A continuous effort is made to improve both the quality and the variety of menus offered in order to cater to the varied tastes, appetites, and food preferences of over 3,400 customers. Each dining hall provides several choices at every meal. Breakfast includes at least two hot entrees, self-serve cold cereals (which are available at every meal), and a variety of beverages. The lunch and dinner menus of each dining hall are made up of at least two entrees, one vegetarian item, and two hot vegetables. Also included daily, at both lunch and dinner, is a widely assorted salad bar. In addition, each dining hall has been recently equipped with soft-serv yogurt machines, currently serving two nonfat flavors! The continuity of the menu is projected to provide long-range variety to avoid repetition and monotony. A registered dietitian is employed to work with recipes and menus and to control the quality of the food products. Persons desiring additional entrees or other food selections may return to the serving line for seconds of most items on the menu. There are certain exceptions observed. At special dinners, or at steak dinners, seconds will not be available.

ACCIDENTS, INJURY, & THEFT

West Virginia University does not assume responsibility for personal accident, injury, or illness sustained by residents, guests, or visitors; nor for damage, theft, or loss of personal property. University employees are not authorized to accept articles for storage, whether or not the University is in session. It is suggested that insurance be obtained to protect the resident and the personal property.

Alcohol & Other Controlled Substances: The possession of and the consumption of beer, wine and other alcoholic beverages and containers is prohibited in University-owned residence halls. All alcohol beverage containers are also prohibited in student rooms. All violations of this policy will be referred to the appropriate judicial body. Dangerous drugs and narcotics, as defined and prohibited by State and Federal statutes, are prohibited in the residence halls.

Appliances: No privately owned refrigerators, air conditioners, cooking appliances, hot plates or water beds may be kept or used in the halls. The use of extension cords is prohibited. Because an item is not specifically excluded does not necessarily mean that it is permitted. For a ruling on a specific item, telephone the housing office at (304) 293-4851. NOTE: Refrigerators may be rented from a vendor under contract with the University. Arrangements for rental can be made during Freshman Orientation or upon the student's arrival in August.

DAMAGE TO ROOMS

Assigned occupants of each room are financially responsible for keeping the room and its contents in good order and free from damage. To minimize damage and prevent unsafe conditions, residents will not be permitted to stack room furnishings. The resident, at time of checkout, will return the assigned space and the furnishings provided by the University in the same condition as they were received with the exception of reasonable wear and tear as determined by the Department of Housing and Residence Life. The resident will be assessed for damages, loss or special services needed due to misuse or abuse of his/her assigned space and the University property contained therein. When the assigned space is shared and where the responsible resident(s) fails to assume responsibility, an equal portion will be assessed to each occupant. Individual(s) identified as being responsible for damage, theft, loss or special service (whether intentional or accidental) in public areas of the residence hall facility will be assessed the cost of repair, replacement, or restoration. When individual responsibility cannot be determined, residents will be held collectively responsible for damage, theft, loss or special service within/for the public areas or to University property within their residence hall. Incurred losses will be equally divided among all residents for their assigned public areas. Residents will have the opportunity to review damage assessments with the Residence Life Staff and/or the Residence Hall Area Manager. Appeals to correct billing will be processed by the Assistant Director/Housing Business Affairs. Residents must take reasonable action to protect and prevent the residence hall from wanton, reckless, or negligent damage. Residents are expected to refrain from encouraging or participating in activities which will cause damage to occur and to report property or facility damage to a staff member.

GAMBLING

Gambling is prohibited.

LAUNDRY

Washers and dryers are available for residents in each hall. Mechanical difficulties with the equipment may be reported to the Area Manager's Office in that hall or by calling 1-800-642-9247.

LIABILITY

West Virginia University does not assume responsibility for personal accident, injury, or illness sustained by residents, guests, or visitors, nor for damage, theft, or loss of personal property. University employees are not authorized to accept articles for storage, whether or not the University is in session. It is suggested that insurance be obtained to protect the resident and the personal property. Lost or stolen property should be reported to the Department of Public Safety at 293-3136.

LOUNGES & RECREATION AREAS

Lounges and recreation rooms are for the exclusive use of the hall residents and their guests. All residence halls will close at an announced hour, after which only the residents will be permitted to remain. All guests, except those of the same sex who are registered to stay overnight, must leave the building at closing hour.

POSTAL/MAIL

Mail is delivered to each residence hall. Residents will receive their mail without delay if it is addressed as follows:

Name _____

Room _____ Hall _____

West Virginia University

Morgantown, WV See zip code below

Arnold Hall	26506-7908	Brooke Tower	26506-7904
Bennett Tower	26506-7901	Dadisman Hall	26506-7905
Boreman Hall	26506-7907	Lyon Tower	26506-7902
Braxton Tower	26506-7903	Stalnaker Hall	26506-7906

A package card is placed in the mailbox for any packages delivered to the area post office. The student may claim the package by presenting the package card and proper identification to the postal clerk. On the Evansdale Campus, packages may be picked up at the post office window from 10:00 a.m.-3:40 p.m., Monday-Friday. In residence halls on the main campus, packages may be picked up at the post office window

during the hours posted or by special arrangement through the Area Manager's Office. All registered mail and insured packages must be picked up from the Morgantown Post Office located on High Street in downtown Morgantown.

OVERNIGHT ABSENCES

Each resident is expected to inform someone in the residence hall if he/she intends to remain away overnight. This rule may be complied with by informing the Resident Assistant, Resident Director, roommate, or suitemate as to the student's location. This information will only be used if an emergency arises which requires getting in touch with the resident.

PETS

Pets, with the exception of fish in no larger than a ten (10) gallon tank, are not permitted in the residence hall for reasons of sanitation and safety.

PLAY AREAS

There are designated areas on campus for baseball, football, soccer, tennis, volleyball, basketball, etc. For the safety of others and for the preservation of lawns and shrubs, please do not use the lawns and seeded areas adjacent to the residence halls.

QUIET HOURS

Residents must observe reasonable quiet hours at all times, both inside and outside the halls. Quiet hours are established to give everyone an opportunity to study and rest. Even when quiet hours are not in effect, the noise level must not interfere with the rights of residents who want and need to study at that time. Consideration in the use of radios, stereos, and equipment such as typewriters is essential. Stereos and other amplified equipment must be registered. No drum sets will be permitted in the residence halls. It is the University's expectation that the volume of stereos will be kept at a level that cannot be heard outside of the room. Students wishing to play stereos at a high volume must wear headphones. Students who fail to use stereos properly will be directed to remove them from the halls.

REASSIGNMENT

The University reserves the right to make reassignment of accommodations as the staff deems necessary. The University may terminate the contract and take possession of a room at any time for violation of the provisions of the contract and/or University regulations. If a student is required to leave the hall for disciplinary reasons, the student will be held responsible for payment of room rent and a specified portion of the board contract.

ROOM INSPECTIONS

The Department of Housing and Residence Life reserves the right to enter rooms without notice for purposes of: (1) improvements, (2) maintenance, (3) recovery of University/State-owned property which is not authorized for use in the assigned space, (4) fire, health and safety inspection, and (5) actions necessary to ensure the safety, health, and general welfare of individuals in the residence halls and/or the protection of University or student property.

The Department of Housing and Residence Life reserves the right to remove and dispose of any personal property remaining in a room twenty-four hours following:

(1) termination of the residence hall contract,

(2) the resident's separation by/from the University,

(3) the date the resident officially checks out of his/her assigned space.

A charge for costs incurred for removal of personal property will be assessed to the resident.

SAFETY REGULATIONS

Possession or use of firearms, weapons, fireworks, gasoline, flammable liquids, explosives, volatile chemicals or other materials which may endanger health or safety is prohibited.

Tampering with or misuse of the fire-alarm systems, fire-fighting equipment, and building security systems is prohibited, extremely dangerous and illegal. Violators will be prosecuted to the full extent of the law, which may include both a fine and a prison sentence. Violators are subject to removal from the residence halls and suspension from the University.

SECURITY

The meal ticket/I.D. is the means by which residents secure entrance to their hall after closing hours. The residence halls are staffed 24 hours a day, seven (7) days a week by a trained professional and student staff who serve as resource persons for each resident. The night staff supervises security and safety in the halls from midnight to 8:00 a.m. The outside entrances are locked and the buildings are patrolled from 11:30 p.m. to 8:00 a.m. No person may enter the residence halls after midnight without presenting a valid resident identification.

SOLICITATION

The conducting of any business or commercial enterprise for personal profit is prohibited in University-operated facilities. Such enterprises may be conducted only by recognized student activities and student governments within the residential area, subject to the prior approval of the Assistant Director for Residence Life. Door-to-door solitation is prohibited. In compliance with West Virginia Board of Trustees Policy concerning the operation of concessions, residence hall rooms are for student residents only. No one is permitted to use the rooms, buildings, or adjacent grounds for commercial purposes.

TELEPHONE SERVICE

Telephone service is provided in all residence hall rooms. All telephones have individually assigned numbers. The first three digits (293-) identify the phone as part of the system. Intercommunication among the phones on the campus system is made by dialing the last five digits. Off-campus calls can be made by dialing 9 and then the seven-digit Morgantown number. Students may obtain a Personal Security Code (PSC) for long-distance calls through AT&T-ACUS. AT&T-ACUS is the sole provider of Long Distance Service in WVU owned Residence Halls. For more information, call the AT&T office at (304) 293-7348. The telephone numbers are assigned by rooms rather than by student; therefore, if changing rooms, the telephone number also changes.

The use of a faculty or staff TID number is prohibited. No collect telephone calls may be accepted by a student. **An administrative tracking fee will be assessed on any unauthorized long-distance bill traced to a residence hall room.** All roommates will be held jointly accountable for the phone calls and tracking fee until the bill is paid.

UNIVERSITY & RESIDENCE HALL REGULATIONS

The student agrees to be familiar with all regulations that the University and the governing bodies of the residence halls have enacted or may enact and to abide by these rules and regulations as the conditions of residence in the halls. Additional information is available in the Housing and Residence Life publications, e.g., EYES & 'EERS.

VISITOR POLICY

Residence hall life seeks to promote a comfortable pattern of social interaction among students. We recognize the need for men and women to study and socialize in a residential setting. However, relationships between men and women are expected to be conducted in a manner which will neither cause discomfort or embarrassment for others nor will intrude on another individual student's right to privacy. Men and women are expected to conduct themselves in a manner which is publicly defensible for members of the University community and residents of University Housing.

Guidelines for Visitor — the time during which residents of the opposite sex can visit each other in the residence hall rooms — will be available in a publication entitled EYES & 'EERS. Violations of the Visitation Policy and violations of the alcohol consumption guidelines are considered serious disruptions of student life in the residence halls.

Residence Hall bathrooms are restricted to use by individuals of the same sex.

WEIGHT-LIFTING EQUIPMENT

Weight lifting is not permitted in individual rooms because of noise and potential damage to floors. There are rooms designated for weight lifting in some of the residence halls.

WINDOWS AND SCREENS

To protect draperies, sills and flooring from rain, snow, or dampness and to help conserve heating fuel, windows should be closed when a resident is not in the room. Antennas are not to be extended out of the windows. Food or beverages are not to be stored between the window and the screen. Removal of window screens is prohibited. If a staff member of the Department of Housing and Residence Life has to enter a room to replace or repair a screen, the resident(s) of that room will be assessed for the costs involved.

Appendix F —
WVU Libraries

The West Virginia University Library System supports the teaching, research, and service functions of the University. The libraries contain close to 1.6 million physical volumes and 2 million microforms. In addition, the West Virginia Collection contains over 5 million manuscript items. Some 7,000 volumes are added each year, and over 8,000 periodical titles are received. The library system consists of the Wise Library and nine branches.

Wise Library is on the Downtown Campus. It houses the bulk of the collections in history, literature, and the social sciences. The Public Catalog, located in the Reference Room, contains cards for all books in all the libraries of the system. The Wise Library also contains the Rare Book Room, the government documents and map collections, and the administrative offices.

Colson Hall is across the street (University Avenue) from the Wise Library. It contains the West Virginia and Regional History Collection, the Audio-Visual Library, and the Reserve Collection Library.

Evansdale Library is on the Evansdale Campus, between the Agricultural Sciences and Engineering Sciences buildings. It houses collections supporting schools and colleges located on the Evansdale Campus, such as Agriculture and Forestry, Creative Arts, Human Resources and Education, Engineering, Physical Education, Social Work and Mineral Resources.

Law Library is on the second floor of the Law Center.

Mathematics Library is in Armstrong Hall.

Health Sciences Center Library is on the second floor of the Health Sciences Center. It contains more than 184,000 volumes and supports the teaching and research programs of the Schools of Medicine, Dentistry, Nursing, and Pharmacy.

Music Library is in Room 424-A of the Creative Arts Center.

Physical Sciences Library is on the first floor of the Chemistry Research Laboratory. It contains approximately 40,000 volumes in the fields of chemistry, physics, geology, and astronomy.

LOAN PRIVILEGES AND RESPONSIBILITIES

Due to the variations in research demands around the campus, there is some variation from library to library regarding the circulation of periodicals and other materials. Please inquire at each branch for precise policies.

Identification. Your ID card is your library card. Your card cannot be used by anyone other than you. A patron who is not a student or an employee of the University should inquire concerning loan privileges.

Books, Theses, and Second Copies of Dissertations. The loan period for undergraduate students is three weeks. Graduate research and teaching assistants and research and teaching fellows may borrow books for four weeks. Other graduate students engaged in theses or dissertation research may apply for a four-week research loan privilege. Faculty members may charge books out for a semester for titles not in heavy demand. However, if such books are requested by a student or another faculty member, they will be recalled at the end of the normal three-week loan period. Books placed on Reserve will be called in at any time. The date due is indicated in all cases. Returning material on the date due is the responsibility of the borrower.

Bound Periodicals. Undergraduate students may charge out bound periodicals overnight beginning two hours before closing. The loan period for graduate students is two hours, and for faculty is one day. Bound periodicals in the Wise Library Periodical Room (6th floor) may be charged out only two hours before closing for overnight use.

Microforms. The loan period for microforms containing periodical is the same as for bound periodicals.

Current Periodicals. Because of heavy use, unbound periodicals are available to undergraduate students for use in the library only. Graduate students and faculty may charge out unbound issues for a period of two hours or overnight beginning two hours before closing.

Reservations. You may reserve a book which is in use at the time requested. You will be notified by post card when the volume is available.

Renewals. You may renew a book if it is not reserved for another borrower. Books may be renewed by mail when a borrower is unable to come to the library; the renewal request should include the call number of the

books to be renewed. Overdue books cannot be renewed until the fine is paid.

Material placed on Reserve will normally be circulated on an overnight basis only. Rare and excessively fragile material must be used within the Library.

FINES AND LOST MATERIALS

Fines are intended to encourage borrowers to return books on time so that others may use them. Thus, relatively high fines are charged for material in greatest demand. The schedule of fines is as follows:

Loans of three weeks or More: ..... $ .25/day
One day loans: $3.00/day
Two hour and overnight loans: $1.20/hour

Borrowers are responsible for all materials charged to them. In the case of lost books, the borrower is charged the book price plus a processing charge, or the maximum fine, whichever is greater. When lost books are returned, the charge is reduced to the maximum fine. The loss of material borrowed should be reported at once. This will permit the Library to order a replacement copy at the earliest possible date. Unpaid Library accounts will result in a student's name being sent to the Office of Admissions and Records for appropriate action. Accumulation of excessive charges may result in the revocation of borrowing privileges.

AUDIO-VISUAL MATERIALS

The University Library System maintains a large collection of audio-visual materials to support academic programs. The collection includes films, audio and video tapes, filmstrips, slides, etc. The Audio-Visual Library on the ground floor of Colson Hall contains the general media collection as well as projectors, players, and other hadware. Those wishing information about the availability of materials should call (293-4019) or visit the Audio-Visual Library.

The Health Sciences Center Library on the second floor of the Health Sciences Center maintains a media collection selected to support the academic programs of the Health Sciences Center. Information concerning availability and scheduling of media may be obtained by calling (293-3727) or visiting the Health Sciences Center Library.

RESERVE BOOKS

Books are placed on reserve at the request of faculty members. This is done to make sure that all students will have access to material on required reading lists. The principal reserve collection is on the first floor of Colson Hall. Most of the books are arranged on the open shelves alphabetically by course. However, some materials are kept at the desk, so be sure to inquire if you are unable to locate the items you need. In addition to Colson, special reserve collections are maintained at the Evansdale, Physical Sciences, and other libraries. Thus, books on reserve for education or Social Work will be at the Evansdale Library, those for Chemistry at the Physical Sciences Library, and so on.

Reserve books may be charged out for overnight use two hours before the library closes. They are due within one hour after the library opens the next day. Reserve books must be returned to the library from which they were borrowed. Failure to return reserve books on time will result in a fine of $1.20 per hour for each item.

INTERLIBRARY LOANS

Books, journal articles, and other materials needed for research which are not in the Library system's collection may often be secured through interlibrary loan. The privilege is restricted to faculty and graduate students except by special arrangement. Requests for such loans should be made at the Reference Desk in the Wise Library or to staff members in the branch libraries.

Interlibrary loan service is dependent upon the cooperation of many libraries. Because of the cost of the service and the conflict in demands for material, interlibrary loans should be restricted to requests which are truly important and which cannot be filled by any other means. Graduate students are encouraged to choose research topics according to the resources at hand and thus keep to a minimum the number of interlibrary loans required.

Requests for interlibrary should give as complete bibliographical information as possible, including the source of the reference. Materials should be used as soon as they arrive and not held for the full loan period unless necessary. Ordinarily, renewals should not be requested. Conditions of use imposed by the lending library must, of course, be fulfilled.

WEST VIRGINIA AND REGIONAL HISTORY COLLECTION

The West Virginia and regional History Collection is on the second floor of Colson Hall. The collection contains books, periodicals, recordings, archives, manuscripts, and other items relating to the history and development of West Virginia. It is by far the largest and richest collection on West Virginia in existence. Because of their variety and value, items in the collection must be used in the building and do not circulate. Most of the printed material in the collection can be located through the public catalog. There are also guidelines to the manuscript and other collections. However, do not hesitate to ask one of the staff members for assistance if you do not find what you need.

WISE LIBRARY

Reference Department. The Reference Department in the Wise Library is the comprehensive information center of the system. Its large collection of dictionaries, encyclopedias, periodical indexes, bibliographies, handbooks, etc. is arranged according to the Library of Congress classification system. Unclassified collections of telephone directories, college catalogs, maps, and company annual reports are available upon request at the Reference Desks.

The Library has a large and growing collection of bibliographies. Many of these ae housed in the Reference Room. However, national and trade bibliographies and the catalogs of the great research libraries are in the Catalog Department and are available upoon request at the Reference Desk. These bibliographic tools include such titles as the *Library of Congress Catalog, Books in Print, Cumulative Book Index,* the *British National Bibliography,* and the *Catalogue General de la Bibliotheque Nationale.* Most periodical indexes are located in the Reference Room.

Patrons interested in periodical articles should first consult the indexes, abstracting journals, specialized CD-ROM data bases, and bibliographies available in the Reference Room. The WVU Libraries Union List of Serials terminal should then be checked for specific information on periodical holdings of the WVU system, the location of individual titles, and the call number. Reference librarians are available during most of the Library's operating hours to provide assistance with the computerized periodicals databases, CD-ROM databases, other on-line research inquiries, and the use of bibliographic tools available in the Reference Department.

After obtaining the bibliographic information (call number and, for periodicals, volume, month and year) needed to locate an item, patrons may go directly to the shelf and secure the desired material. Alternatively, a call slip containing the bibliographic data listed above may be presented at the Circulation Desk and the desired book will be retrieved by the Library staff. If a book is not located, patrons may check the status of that title at the Circulation Desk. A formal search will be conducted upon request. A call number with a capital "R" above it indicates that the book is in the Reference Room and does not circulate.

Periodical Reading room. The Periodical Reading room is up the stairs to the left of the Circulation Desk. Current issues of magazines are arranged alphabetically by title on the open shelves; those not on the shelves may be obtained from the stacks and upon request at the desk. Daily newspapers are on racks and in the adjoining room are bound volumes of the last ten years of the most heavily used periodicals as well as a set

of the *Readers Guide to Periodical Literature.* Adjacent to the desk is the online public catalog and automated union list of serials, which provides holdings, location, and call number information for most materials in the library system. There are additional terminals in all Reading Rooms and at all branch libraries.

All volumes in the Bound Periodical Room may be charged out for overnight use two hours before the Library closes. They are due at 10:00 a.m. on the following weekday, 11:00 a.m. on Saturday, or 3:00 p.m. on Sunday. Failure to return them on time and to the Periodical Room results in a fine of $1.20 per hour.

Appalachian Room. The Appalachian Room is on the second floor just outside the entrance to the Periodical Room. The room contains much of the Library's extensive collection concerning the Appalachian Region. Most of the books may be borrowed for the regular loan period and are charged out and returned to the Circulation Desk in the lobby.

Government Documents. The University Libraries are a regional depository of United States Government Documents; that is, it receives a copy of all government publications available for distribution by the Government Printing Office. The Library has incorporated the most important government documents into its regular circulating collection and has cards for these titles in the Card Catalog. However, some of the documents are arranged according to the U.S. Superintendent of Documents Classification and do not appear in the Public Catalog. The Documents area is in the library stacks. Selected specialized government documents are also located in eight of the branch libraries (Law, Evansdale, Health Sciences, and Physical Sciences.) A librarian in the Reference Documents Department will be glad to help you locate material. The Wise Library currently subscribes to the monthly index to government Documents in CD-ROM format.

Copy Services. The Libraries support and maintain up-to-date copy machines services in all libraries.

Carrells. There are 100 carrells (study desks) in the stack area available for use by graduate students and members of the faculty. Upon application, the Circulation Librarian assigns numbered carrells for one semester. Information on the special forms and policies for charging books to carrells is available at the Circulation Desk.

Maps. The map collection is serviced by the Reference Department. U.S. Geological Survey Maps constitute the greater part of the collection and these, along with other miscellaneous maps, circulate only by special arrangement.

Microforms. Located in the back half of the third floor (Documents Department) in the south wing of the building is the Microforms collection. It is a collection of newspapers and magazines on microfilm, government documents on microfiche, and a variety of research collections on microcards. The equipment necessary for reading and copying these materials is housed here. Indexes are available for access to many of the micro-form holdings and a staff member should be consulted for information.

LIBRARY HOURS

Hours for the Wise Library during regular sessions are given below.

Holiday, summer, and University recess schedules will be posted at each library.

Wise Library Hours
Regular Sessions
Mon.-Thurs. 8:00 a.m.-midnight
Friday 8:00 a.m.-10:00 p.m.
Saturday 9:00 a.m.-6:00 p.m.
Sunday 12:00 noon-midnight

Telephone Numbers	**(all 293 prefix)**
Audio-Visual Library (Colson)	4019
Evansdale Library	5039
Law Library	5309
Wise Library	
Aquisitions	3440
Circulation	2440
Dean's Office	4040
Interlibrary Loans	5440
Library Systems and Automation	7270
Periodicals	4240
Reference	3640
Gifts and Exchange	5395
Photoduplication	4640
Mathematics Library	6011
Health Sciences Center Library	2113/4
AV	3727
Music Library	4505
Physical Sciences Library	3420
Reserve (Colson) Library	2640
West Virginia Collection	3536

Appendix G —

WVU Policy on Sexual Harrassment

WEST VIRGINIA UNIVERSITY
POLICY AND PROCEDURE REGARDING SEXUAL HARASSMENT
FEBRUARY 1995

I. POLICY STATEMENT

West Virginia University is committed to providing faculty, staff, and students with a work and educational environment free from all forms of sexual harassment. Therefore, sexual harassment, in any manner or form, of students and employees of West Virginia University is a violation of University policy and expressly prohibited.

All faculty, students, and staff of the University are expected to:

- engage in conduct that meets professional standards;
- remain sensitive to the effect of their actions and words on others;
- take appropriate action to prevent sexual harassment;
- avoid behavior that might be construed as sexual harassment; and
- acquaint themselves with this policy.

Those in positions of supervisory authority have a special responsibility to discourage sexual harassment and to implement and enforce this policy. Violators of this policy are subject to disciplinary action that may include sanctions as severe as discharge of an employee or expulsion of a student. In addition, acts of sexual harassment that constitute sexual battery or other violations of criminal law will be referred to the appropriate authorities for presecution.

II. LEGAL BASIS

Sexual harassment is prohibited by:

- The 1980 Equal Employment Opportunity Commission interpretive guideline of Title VII of the Civil Rights Act of 1964.
- A policy statement by the Office of Civil Rights interpreting Title IX of the Educational Amendments of 1972.
- West Virginia Human Rights Act
- Board of Trustees' Policy Bulletin No. 9: *Policy Regarding Sexual Harassment.*

III. ACCOUNTABILITY

Under the President, the Director of Affirmative Action and Equal opportunity (AA/EO) Programs, through the Executive Officer for Social Justice, shall ensure compliance with this policy. The Director of Affirmative Action and Equal Opportunity, in conjunction with the Deans and Vice Presidents, shall implement this policy.

IV. DEFINITIONS

Sexual Harassment:

Consistent with Policy Bulletin No. 9 and guidelines promulgated by the United States Department of Education, West Virginia University uses the EEOC definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

(1) submission to such conduct is an explicit or implicit condition of employment;
(2) submission to or rejection of such conduct is used as the basis for employment decisions; or
(3) such conduct has the purpose or effect of:
  (a) unreasonably interfering with an individual's work or educational performance; or
  (b) creating an intimidating, hostile or offensive work or educational environment.

Consensual Relationships - may include amorous or romantic relationships and conduct which passes beyond a platonic relationship.

V. POLICY

A. REQUIREMENTS:

1. WVU prohibits sexual harassment by any faculty, staff, or student. The University is committed to creating and maintaining a work environment for all University personnel and students that is free of inappropriate and disrespectful conduct and communication of a sexual nature. The University will not tolerate conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile or offensive working or learning environment.
2. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the nature of sexual advances and the context in which the alleged incident(s) occurred.
3. Listed below are examples of verbal and physical conduct that may constitute sexual harassment. This type of conduct may occur not only between faculty/students or supervisor/employee of different sexes, but also between student/students, faculty/faculty, staff/staff and people of the same sex. Examples of conduct that may be considered sexual harassment include the following:
   - Pressure, subtle or overt, for sexual favors, accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, or physical well-being;
   - Insults, humor, jokes and/or anecdotes that belittle or demean an individual's or a group's sexuality or sex;
   - Unwelcome comments or inquiries of a sexual nature about an individual's or a group's sexuality or sex;
   - Inappropriate displays of sexually suggestive objects or pictures which may include but not limited to posters, pin-ups, and calendars;
   - Unauthorized entering of rest rooms and other locations reserved for the exclusive use of the opposite sex;
   - Unnecessary and unwelcome touching, such as patting, pinching, hugging, or repeated brushing against an individual's body; and
   - Sexual assault.

B. CONSENSUAL RELATIONSHIPS

1. Although the University acknowledges that Consensual relationships are within the realm of individual privacy, it is necessary to advise that these relationships, particularly those occurring between supervisors and staff members, or faculty members and students can lead to circumstances which can be interpreted as sexual harassment.
2. Consensual relationships can also be interpreted as causing a hostile or offensive work environment when other staff members or students believe that the person(s) is/are receiving favorable treatment in employment or educational decisions and actions.

C. STUDENT-TEACHER RELATIONSHIPS

The University views as inappropriate any amorous relationship involving a teacher and student where the teacher has authority, influence, or responsibility with regard to that student. Persons engaging in such conduct may be subject to disciplinary action.

D. SUPERVISORY-EMPLOYEE RELATIONSHIPS

The University views as inappropriate any amorous relationship involving an executive, manager, or supervisor and a staff employee where the superior has authority, influence, or responsibility with regard to that employee. Persons engaging in such conduct may be subject to disciplinary action.

E. CONFIDENTIALITY

The confidentiality of all parties involved in a sexual harassment charge shall be strictly respected insofar as it does not interfere with the University's obligation to investigate allegations of misconduct and to take corrective action.

Oral Inquires to the AA/EO Office:

Oral questions and inquiries regarding possible harassment may or may not include the target's or harasser's name. The AA/EO Office staff will discuss the situation with the individual and recommend steps the complainant may take toward resolution of the problem, or may refer the inquirer to other appropriate sources of assistance. The AA/EO Office does not conduct investigations of oral inquiries, but if requested by the complainant, may act as a mediator or may consult confidentially with the person at whom an oral complaint is directed.

F. DISHONEST OR FRIVOLOUS COMPLAINTS

If the allegations of sexual harassment are not substantiated, all reasonable steps shall be taken to protect the reputation of the accused. Moreover, if the complainant is found to have intentionally or maliciously been dishonest or frivolous in making the allegations, the complainant shall be subject to appropriate disciplinary action.

VI. COMPLAINT PROCEDURES

A. Requirement for Filing Complaints

a. Any applicant for employment, current or former employee, or student (herein referred to as complainant) at WVU may file a discrimination complaint with the AA/EO Office.

b. A complaint may be filed with the AA/EO office without first discussing the issues with any other University offical. However, it is encouraged that individuals first attempt to resolve the complaint by bringing the issue to their supervisor or next level supervisor.

c. A complaint should be filed within 30 days following the alleged discriminatory act, or the date on which the complainant knew or reasonably should have known of said act.

d. The complaint must be filed with the AA/EO- Social Justice Office.

B. Further Provisions on Time Limits

All of the time limits contained within this complaint procedure may be extended with the approval of the Affirmative Action Officer, or his/her designee.

C. Discrimination Complaints Filed with Other WVU departments or units

Any complaint relating to discrimination on the basis of age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation, or veteran status that is filed with another WVU department or unit shall be referred to the AA/EO Office within twenty-four hours, or the next working day.

D. Responsibilites:

1. The employee, job applicant or student is responsible for:
   a. Whenever possbile attempting to resolve complaints through an immediate supervisor or next level supervisor. If such discussions fail to resolve the complaint, the complainant may seek a review of his/her complaint in accordance with the steps outlined below.
   b. Contacting the AA/EO Office for advice and/or counseling if there is a concern about being discriminated against or harassed, and
   c. Filing a discrimination complaint with the AA/EO Office if the situation remains unresolved.
2. The AA/EO Office is responsible for:
   a. Receiving a complaint and assisting the complainant in defining the charge and completing the complaint form.
   b. Apprising the person(s) named in the complaint (herein referred to as the respondent) and his/her administrative office of the allegation and notifying them that no retaliation may occur.
   c. Assisting the individuals named in the complaint in interpreting the charge.
   d. Obtaining a response to the complaint within ten (10) working days after receipt of the allegations.
   e. Upon receipt of the response from the respondent named in the complaint, investigating the complaint further if necessary and appropriate. The AA/EO Office shall have access to all necessary documents, the right to interview witnesses, and the ability to bring together the complainant and respondent, if desirable.
   f. Upon completion of the investigation, issuing a finding on the case to all individuals named in the complaint within twenty (20) working days. If the evidence supports a finding that there is no basis for a charge of illegal discrimination, the AA/EO Office shall indicate this conclusion to the complainant and advise him/her that the case is closed.
   g. Making recommendations for the resolution of the complaint if unlawful discrimination is found, and
   h. Monitoring the recommendations for implementation, and that appropriate action is taken without retaliation against the complainant or respondent.
3. The respondent is responsible for:
   a. Providing a response to the charge within ten (10) working days after receipt of the charge.
   b. Taking no retaliation or reprisal against the complainant, others related to the complainant, or persons involved in the complaint investigation.
4. The respondent's supervisor is responsible for:
   a. Providing a response to the AA/EO Office within seven (7) business days of the action taken with reference to the AA/EO recommendations.
   b. Taking no retaliation or reprisal against the complainant, others related to the complainant, or persons involved in the complaint investigation.

This policy does not prohibit the employer from taking disciplinary action in appropriate circumstances.

VII. RESPONSIBILITIES

1. The director, manager or supervisor is responsible for:
   a. Consulting with the AA/EO staff as quickly as possible and before taking any action, but preferably within five (5) working days after knowledge of the situation when he/she is aware of a problem where sexual harassment is suspected or alleged.

      Even if the nature or gravity of the alleged sexual harassment is not entirely clear to the supervising authority, it nevertheless must be reported. The report may be verbal but must include:
      - the names of the complainant and alleged harasser,
      - date of incident(s),
      - the nature of harassing actions and,
      - the department(s) in which the parties are located.

   b. taking no action on an alleged sexual harassment problem without prior consultation with the AA/EO Office except in situation which may require immediate actions.
   c. reporting a sexual harassment problem requiring immediate intervention by the University to the AA/EO Office that same day. In the case of evenings, holidays or weekends, the AA/EO Office is to be advised on the next working day.
2. The employee, job applicant, or student is responsible for:
   bringing questions about procedures, seeking informal advice, or presenting a complaint if alleged sexual harassment has occurred or is suspected to his/her immediate supervisor and/or the AA/EO Office.
3. The AA/EO Office is responsible for:
   a. acting as a sounding board for the supervisor's plan of action or advising the supervisor on appropriate resolutions within the reporting department or unit.
   b. providing advice and guidance in response to oral inquiries regarding possible sexual harassment.
   c. investigating formal complaints involving sexual harassment and reporting findings and recommending solutions and/or disciplinary action to the person responsible for the department in which the harassment occurred.

Performed by	Action Taken
Employee, Student or Job Applicant	1. Seeks information or advice or presents complaint to supervisor or his/her superior and/or AA/EO Office.
Supervisor, Dean, Vice President or Designee	2. Consults with the AA/EO Office before taking any action, but within five (5) working days after knowledge of the situation.
	3. Discusses situation with the alleged harasser and takes appropriate action.
AA/EO Office	4. Provides advice and/or guidance and/or discusses situation with alleged harasser and/or Dean, Vice President or Designee.
Employee, Student or Job Applicant	5. Files a formal complaint with the AA/EO Office within thirty (30) days of the objectionable behavior if informal procedures were not utilized or the situation remains unresolved.
AA/EO Office	6. Informs alleged harasser of the allegations and investigates complaint.
Alleged harasser	7. Responds to sexual harassment allegations.
AA/EO Office	8. Identifies appropriate solutions and/or disciplinary action and reports recommendations to person responsible for department in which harassment occurred, should cause to support the complaint be found.
	9. Notifies the complainant of findings and of action taken to remedy the situation.
	10. If the complaint cannot be sustained, informs all parties in writing and closes the case.

Appendix H —

West Virginia University Policy and Procedures on Sexual Assault

West Virginia University is committed to providing its students with a campus environment free of sexual offenses. West Virginia University does not tolerate sexual assault in any form.

Legal Basis: West Virginia University is required by law to establish a campus sexual assault program to prevent sex offenses and develop procedures to follow when a sex offense occurs. The Higher Education Amendments (HEA) of 1992 impose new requirements for preventing, reporting and investigating sex offenses that occur on campus. Each institution must use the definitions of a forcible or non-forcible sex offense used in the Federal Bureau of Investigation's Uniform Crime Reporting System, as amended by the Hate Crime Statistic Act.

Sex offenses, forcible, are any sexual acts directed against another person, forcibly and/or against that person's will; or not forcibly against a person's will where the victim is incapable of giving consent (FBI). Sexual Offenses, Forcible, include sexual assault, acquaintance rape, sodomy, sexual assault with an object and fondling.

Non-forcible sex offenses include unlawful non-forcible sexual intercourse (FBI). These include incest and statutory rape.

The maximum sanction for having committed forcible or non-forcible sex offenses is expulsion.

What is Sexual Assault?

Sexual assault is defined as sexual intercourse and/or sexual intrusion with another person without the consent of that person. Lack of consent may result from forcible compulsion or incapacity to consent. The following definition from West Virginia State law has been accepted by West Virginia University: A person is determined incapable of consent when such person is less than 16 years of age; or mentally defective; or mentally incapacitated; or physically helpless. Such sexual offenses may be against the person's will or not against the person's will where the victim is incapable of giving consent.

West Virginia University policy also recognizes that sexual assault may occur against a victim who has willingly taken a controlled or intoxicating substance. If the sexual contact occurs after the victim has become temporarily incapable of appraising or controlling his or her conduct, such contact is sanctionable under the WVU Code of Student Rights and Responsibilities, as a sexual offense. Additionally, and separate from the disciplinary action of the University (up to and including a finding of guilt), a perpetrator may be brought to trial under West Virginia state law and subject to action as directed by the court.

WVU Sexual Assault Optional Resources

Medical:

- Ruby Memorial Hospital 598-4171
  (With 72 hours of assault, Rape Evidence Collection)
- University Health Service 293-6972
  (Examination for trauma, STDs, pregnancy)

Report:

- Campus-Department of Public Safety 293-3136
- City-Morgantown Police Department 284-7522
- County/State-Sheriff's Office 291-7260
- Rape and Domestic Violence Information Center 292-5100
- University (WVU)-Sexual Assault Education/Prevention Program 293-6972

Support Services:

- Rape and Domestic Violence Information Center 292-5100
  (Hotline 24-hour advocacy)
- University Health Services 293-2311, Ext. 1
  (medical, psychiatric, resources)
- Dean of Student Life 293-5611
- Monongalia Health Department 598-5100
  (free, confidential testing for sexually transmitted diseases, including HIV)
- University Advising Center 293-5805
  (academic advising)
- University (WVU) Sexual Assault/Education Specialist 293-1356
  WVU Student Assistance Program 293-6972
- WVU Carruth Counseling and Psychological Services Center 293-4431
- Residence Life (Resource for changes in living arrangements) 293-5079

Sexual Assault Procedures:

The following procedures relating to allegations of rape, acquaintance rape, sexual assault, sexual abuse, and all sex offenses, forcible or non-forcible, are adhered to in all West Virginia University judicial hearings as described in the West Virginia University Code of Student Rights and Responsibilities.

If you are accused of a sexual assault/offenses or if you are accusing another student of a sexual assault/offense, you should be aware of the following students rights and responsibilities as they relate to hearings conducted by the WVU Committee on Student Rights and Responsibilities:

1. The accuser and the accused are entitled to the same opportunities to have an adviser present during such disciplinary hearing. Advisers may consult with the accused or accuser, whomever they accompany, but may not speak directly without permission of the Chair.

2. Students have the option to notify proper law enforcement authorities, including on campus and local police, and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so. In cases involving the potential for suspension or expulsion, the accused and the accuser may arrange at their own expense for legal counsel to be present in an advisory capacity at the hearing. Such counsel may consult with the accused or accuser, whomever they accompany, but may not speak directly at the hearing. The WVU Office of Judicial Programs must be notified within 48 hours of the hearing if legal counsel is to be present.
3. Both the accused and the accuser shall be informed of the outcome of such a judicial hearing, including the findings and any sanctions.

Initiating Protocol

A. Immediate Medical Care and Treatment

Any student who feels he/she has been sexually assaulted and requires medical attention is encouraged to contact: SEXUAL ASSAULT EDUCATION/PREVENTION OFFICE: 293-6972 OR 293-1356.

Department of Public Safety: 293-3136
Ruby Memorial Hospital: 598-4171
University Health Services: 293-2311
Morgantown Police Station (off campus): 284-7522

All conversations and both informal and formal proceedings having to do with a complaint of sexual assault are kept confidential. Campus professionals providing medical and judicial services are sensitive to the importance of confidentiality in these matters.

The sooner a sexual assault is reported the easier it is to collect valuable evidence and initiate support services for the victim. Within 72 hours of the assault, the medical evaluation and rape evidence exam are available through Ruby Memorial Hospital. Students who choose to have this service can have their billing for this procedure paid for by University Health Service. To facilitate evidence collection the victim:

- should not bathe or douche
- should not eat or brush their teeth if oral contact has occurred
- should place soiled clothing in a paper bag (plastic bags destroy crucial evidence) to be taken to the emergency room or police department

The University Health Service is also available for medical evaluation. Medical attention is crucial for assessing internal injuries, sexually transmitted diseases and possible pregnancy.

University police may transport the victim to the hospital for medical attention. If the victim does not want to contact the police, a friend, or relative may transport the student to the hospital. When the victim arrives at the emergency room, the hospital will offer to call the Rape and Domestic Violence Information Center 292-5100, to arrange for a volunteer advocate to accompany the victim throughout the exam if she/he chooses.

If the assault takes place off campus, the Morgantown Police Department 284-7522 is available to facilitate this process with the victim.

The victim is strongly urged to seek appropriate medical attention. It is crucial to assess for possible injuries as well as to collect medical evidence should the victim choose to prosecute. Police will be contacted by the hospital to take possession of evidence collected while the victim makes a decision whether to pursue charges or not.

Follow-up medical services can be arranged through the University Health Services.

B. Reporting

All victims of sexual offense are encouraged to report the incident to the University Sexual Assault Education and Prevention Program - 293-6972 or 293-1356. Regardless of whether the victim chooses to immediately involve law enforcement officials, the victim is strongly urged to seek medical attention.

A student may also choose to file a report with the Office of Student Life. The student will have the opportunity to discuss the report and determine whether there is a reason to believe a student conduct code offense has occurred. At this same time, judicial procedures will be reviewed, and the possible options a victim will pursue towards the resolution of the complaint will be explored.

When it is determined that there exists sufficient reason to believe a violation of the student code has occurred, disciplinary procedures may be initiated.

A student filing a report of sexual offense occurring in the residence halls will meet with his/her Resident Assistant or Resident Director to discuss this report and determine if a violation of policy has occurred. At the appropriate time the University Housing and Residence Life judicial process will be explained. Also, it will be determined whether the severity of the report warrants further discussion of this incident and whether it should be referred to the Office of Student Life for further review.

Sexual offenses of any form will not be tolerated. Possible sanctions for sexual assault or other sexual offenses by the institution following an on-campus disciplinary hearing are as follows:

- Housing and Residence Life may issue a variety of sanctions specifically related to residence hall living ranging from letters of warning to termination of the student's housing contract and referral to the Student Life Office for further action.
- Student Life may take actions ranging from issuing a letter of warning to the expulsion of the student. In instances where student organizations are involved these organizations can have sanctions taken against them.
- The University Police will refer the incident to Student Life or Residence Life after conferring with the County Prosecuting Attorney and/or they may also obtain arrest warrants and seek prosecution under state statue.

Violations of the University Policy and Procedures on Sexual Assault by its faculty, employees, and students are also subject to disciplinary measures.

C. Follow-up Support Services

Support services are available whether the victim chooses to report the assault to law enforcement or not. Research indicates that follow-up support efforts are of significant benefit to a victim/survivor of sexual assault.

Dissemination; Education; Training

The Sexual Assault Education and Prevention Program was created in 1987 to increase awareness, encourage prevention, provide a resource center and offer information and assistance for survivors of sexual assault and their families. There are many videotapes, books, brochures, and periodicals available for viewing. There are also several special events that focus on the issues of sexual offense. For more information please contact 293-6972 or 293-1356.

When a sexual assault victim makes contact through the Sexual Assault Education and Prevention Program, the victim will automatically be assigned an advocate.

The advocate will provide:

1) initial crisis intervention services and
2) information on options for further assistance and reporting, including:
   - right to confidentiality
   - medical and emotional support
   - academic intervention
   - contact with law enforcement authorities and the university conduct system
   - physical protection, relocation, relocation of or other limitations on the reported perpetrator(s) if known
   - support with/for significant others and friends

The advocate will obtain written consent from the assault victim in accordance with his/her wishes for the release of any information on the assault. The victim will be advised not to make contact with the alleged perpetrator(s).

Appendix I —

West Virginia University Policy on AIDS (Effective December 1992)

Introductory Note:
This policy should be read in conjunction with the AIDS/HIV Resources and Information Bulletin, available from the Office of Student Affairs or individual deans and directors. The Resource and Information Bulletin offers advice on issues that are often raised in campus settings. It was adopted from similar material developed at the University of California at Berkeley and The Ohio State University. Actual decisions will be governed by this policy. It is hoped the following policy statement will facilitate a reasoned response to this most serious public health challenge.

Coverage and Application:
The following policy applies to WVU students, student applicants, employees, or employment applicants with actual or perceived AIDS/HIV infection or other disability which substantially limit(s) one or more of his or her major life activities.
(Note: Hereinafter, and for ease of expression, employees will mean faculty, faculty equivalents, classified, and nonclassified staff at WVU.)

Purpose:
The University reaffirms its human resources development commitment that stresses respect for individuals' confidentiality of information and their personal goals and objectives regardless of their personal afflictions or disabling conditions. It also recognizes that such persons may wish to maintain their student or employee status for as long as their medical condition allows. To this end, the University will refer to this policy in analyzing and responding to each person's condition and circumstances in determining the extent to which the person can remain associated with the University.

Applicable Laws and Regulations:
The University will apply the same handicapped statutes, policies, procedures, and regulations to students, student applicants, employees, and employment applicants with AIDS/HIV infections as are applied to persons with other disabling conditions. Where applicable, the University will adhere to health and safety laws, public health laws, and other appropriate requirements governing the control and prevention of communicable and infectious diseases. The University recognizes its duty to provide an environment which is free from recognized hazards caused, or likely to cause, death or serious physical harm or serious illness. The Univesity prohibits and will not tolerate harassment or unlawful discrimination toward an HIV-infected employee or student. University health care and allied health care faculty, staff, students, and residents who have HIV infection are restricted from performing invasive procedures which create a risk of transmission of HIV infection to others.

Medical Consultation
The University Health Service can provide medical evaluation and consultation and will arrange for evaluation outside the University upon request of the individual involved.

Reasonable Accommodation
Where applicable, and under the meaning of reasonable accommodation as specified by law, the University will reasonably accommodate the environmental restrictions or medical limitations of the afflicted person, provided the individual can perform the essential functions of his or her normal responsibilities with the accommodation. All accommodations will be considered on an individual basis.
In determining the reasonableness of any accommodation, the required University investment will be weighed with the projected benefits obtained by the individual and the University community. The Disability Services unit of the Counseling & Psychological Services Center will serve as the major resource on reasonable accommodation and related matters for affected employees and employment applicants.

AIDS/HIV Information
The University will be guided by contemporary scientific and medical information and recommended precautions in making decisions related to applicant acceptance, reasonable accommodation, student and employee retention and other related matters.

Medical Determination and Administrative Decisions:
The deans and directors will render the final decision on AIDS/HIV-related matters after consultation with the Associate Provost for Student Affairs in student matters; the Provost and Vice President for Academic Affairs or Vice President for Health Sciences in faculty matters; and the Vice President for Administration and Finance on classified and non-classified staff matters. Decisions are subject to the usual appeal procedures.

Confidentiality of Information
Recognizing the need for confidentiality, the University will be guided by relevant state and federal privacy laws, University policies and procedures, the Health Sciences Center AIDS Policy, and disease reporting requirements of the County Health Department and the State Department of Health and Human Resources.

Information, Education, and Training
The University recognizes its commitment to education and pledges to support a comprehensive plan for AIDS/HIV education.

Questions:
Students, faculty, administrators, or staff who have questions about the implementation of the University's policy on AIDS/HIV or who seek other information on this issue should contact Peggy Kovac, AIDS Education Specialist, University Health Service, (304) 293-2311, extension 1.

Acknowledgement:
The University is indebted to the many individuals who contributed to the development of the WVU Policy on AIDS/HIV infection and the Resource and Information Bulletin and to the University Committee on Sexual Awareness.
Approved by President Neil S. Bucklew, December 1987; June 1991. Reviewed annually by the University Committee on Sexual Awareness.

Appendix J

Non-Sufficient Funds Check Policy/Service Charge

Payments of tuition, fees, and other charges by check, draft or order are subject to WVU's Non-Sufficient Funds Check Policy. Policy is subject to change. A copy of the policy is available in the Bursar's Office. A service charge of $15.00 is collected on each check returned unpaid by the bank upon which it was drawn. Service charge on unpaid returned check(s) is subject to change in accordance with state law.

A NSF (non-sufficient funds) check written to the University in payment of tuition and fees (and housing fees, when applicable), is in violation of civil law and in certain situations (checks written over $200) criminal law. The University considers such a check to be the same as nonpayment with the same consequences. If collection efforts made by the Bursar do not result in full reimbursement to WVU for the check and the NSF check fee(s) the Bursar will initiate action causing the student to be administratively withdrawn from the University. This withdrawal action will remove the student from the University class rosters, will cancel all student privileges, and will cause the student to be evicted from the residence halls (if applicable). Reinstatement may occur only through an appeal process involving the Associate Provost for Student Affairs (through the Dean of Student Life) and the Controller (through the Bursar). Upon the filing of an appeal, the administrative withdrawal and/or the eviction shall be stayed pending the outcome of the appeal. Appeals must be filed in writing with the Dean of Student Life within 10 calendar days of the date of receipt of the notice of administrative withdrawal. In addition, the Bursar's Office will place a restriction on the student's records at Admissions and Records. The restriction will put a hold on future registrations, requests for transcripts, and diploma as long as it remains in effect.

Appendix K —
Financial Aid
Satisfactory Academic Progress Requirements

Students must be eligible to continue in the degree programs in which they are enrolled and must make satisfactory academic progress toward a degree.

Credit Hour Requirement

Full-time undergraduate students are required to satisfactorily earn at least twelve (12) credit hours each semester or at least twenty-four (24) credit hours for the academic year.

Full-time graduate students are required to earn at least nine (9) credit hours each semester or at least eighteen (18) for the academic year.

Part time undergraduates and part time graduate students will be required to earn at least twelve (12) credit hours or seventy-five (75) percent of all hours attempted, whichever is less, during the academic year. Part time students attending only one semester are required to earn at least six (6) credit hours or seventy-five (75) percent of all credit hours attempted, whichever is less.

Credit hours attempted are defined as the number of credit hours for which a student is registered on the last day to add new courses for an enrollment period. Any student withdrawing from a class or classes prior to that date shall be subject to review by the financial aid committee. Students who enroll full-time during an academic year and who fail to earn at least twelve (12) credit hours during that year or who fail to maintain at least a 1.0 cumulative grade point average will be placed on financial aid suspension.

Academic progress will be reviewed at the completion of each academic year. Failure to complete the minimal credit hours required will result in financial aid probation. Failure to earn either the minimal credit hours or grade point average during the academic year will result in withdrawal or denial of financial aid until academic progress requirements are fulfilled.

Minimal Cumulative Grade Point Average

Freshmen —
Less than 28 credit hours completed ..... 1.6 G.P.A.
Sophomores —
More than 27 but less than 58 credit hours completed 1.9
Other Undergraduates —
More than 57 credit hours completed 2.0
Graduates — 2.25

Regaining Eligibility

A student who does not fulfill financial aid satisfactory academic progress requirements during an academic year for the FIRST TIME shall be placed on financial aid probation for the following academic year. While on probation, the student is required to fulfill all prior and current enrollment academic progress requirements in order to avoid Title IV financial aid suspension. *During the probation period, eligible students may continue to receive Title IV financial aid.* While on academic progress suspension, students are ineligible for Title IV financial aid. The suspension period shall be one academic year in length. During a suspension period, a WVU enrolled student is required to clear up any prior credit hour and cumulative GPA deficiencies. Otherwise, the student will remain in suspension status for an additional academic year. After at least 336 days of non-WVU enrollment, a student may be reinstated on probation for one academic year. Consideration for financial aid after reinstatement will be contingent upon availability of funds and the student's eligibility for aid.

Summer School

Summer school applicants on financial aid academic progress probation are eligible for Title IV financial aid. Summer school applicants on financial aid academic progress suspension are ineligible for Title IV financial aid.

Forgiveness Time Period

A financial aid applicant who, after at least 336 days of non-WVU attendance, returns to WVU, shall be granted academic progress forgiveness for past enrollment periods. This forgiveness policy is effective one time only for each applicant. Students who are granted a forgiveness waiver, but are unable to meet the cumulative grade point average requirement after re-enrolling, shall have their academic progress measured for the period completed after the waiver was granted until such time that their cumulative grade point average comes into compliance.

It should be noted that, WVU academic progress requirements may not satisfy requirements for loan or grant programs administered by external agencies.

Time Frame

Undergraduate financial aid applicants have a maximum six (6) calendar years, beginning on the date they first matriculate in a degree program at WVU, to complete their bachelor's degree requirements. Extensions of ½ year may be granted for each semester an undergraduate student was enrolled less than full-time. A two year extension may be granted to a student who has a bachelor's degree and is pursuing another bachelor's degree. To apply for an extension, the student must submit a written request to the Financial Aid Office.

Students enrolled in a Master's program have a maximum of three (3) calendar years to complete their degree requirements.

Students enrolled in a doctoral program have a maximum of five (5) years to complete their degree requirements.

Appeal Procedures

Applicants denied financial aid are entitled to an explanation of the denial. Appeals resulting from the decisions of the WVU Director of Financial Aid may be taken to the Student Financial Aid Policy Committee. Appeals must be made in writing and addressed to the Chairperson, Student Financial Aid Policy Committee, c/o Associate Provost for Student Affairs. The Chairperson of the Financial Aid Committee shall convene the committee for purposes of hearing the appeal and making a decision as to the merits of the appeal. The committee shall inform the student of its decision. The student has the right to appeal the decision of the committee to the Office of the President.

Appendix L —

West Virginia University
General Calendar 1995-96

FIRST SEMESTER

Wednesday, Thursday, Friday, August 16, 17, 18	New Student Orientation
Friday, August 18	General Registration
Monday, August 21	First Day of Classes
Monday, August 21	Late Registration Fee in Effect for All Students
Friday, August 25	Last Day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit
Monday, September 4	Labor Day Recess
Monday, September 25	Rosh Hashannah (Day of Special Concern)
Wednesday, October 4	Yom Kippur (Day of Special Concern)
Friday, October 6	Mid-Semester
Tuesday, October 10	Mid-Semester Reports Due
Friday, October 27	Last Day to Drop a Class
Saturday, Nov. 18 through Sunday, Nov. 26	Thanksgiving Recess
Thursday, December 7	Last Day to Withdraw from University
Friday, December 8	Last Day of Classes
Monday, Dec. 11 through Saturday, Dec. 16	Final Examination Week
Sunday, Dec. 17 through Wednesday, Jan. 3, inclusive	Christmas Recess
Friday, December 29	Degree Conferring Date (No Ceremonies)

SECOND SEMESTER

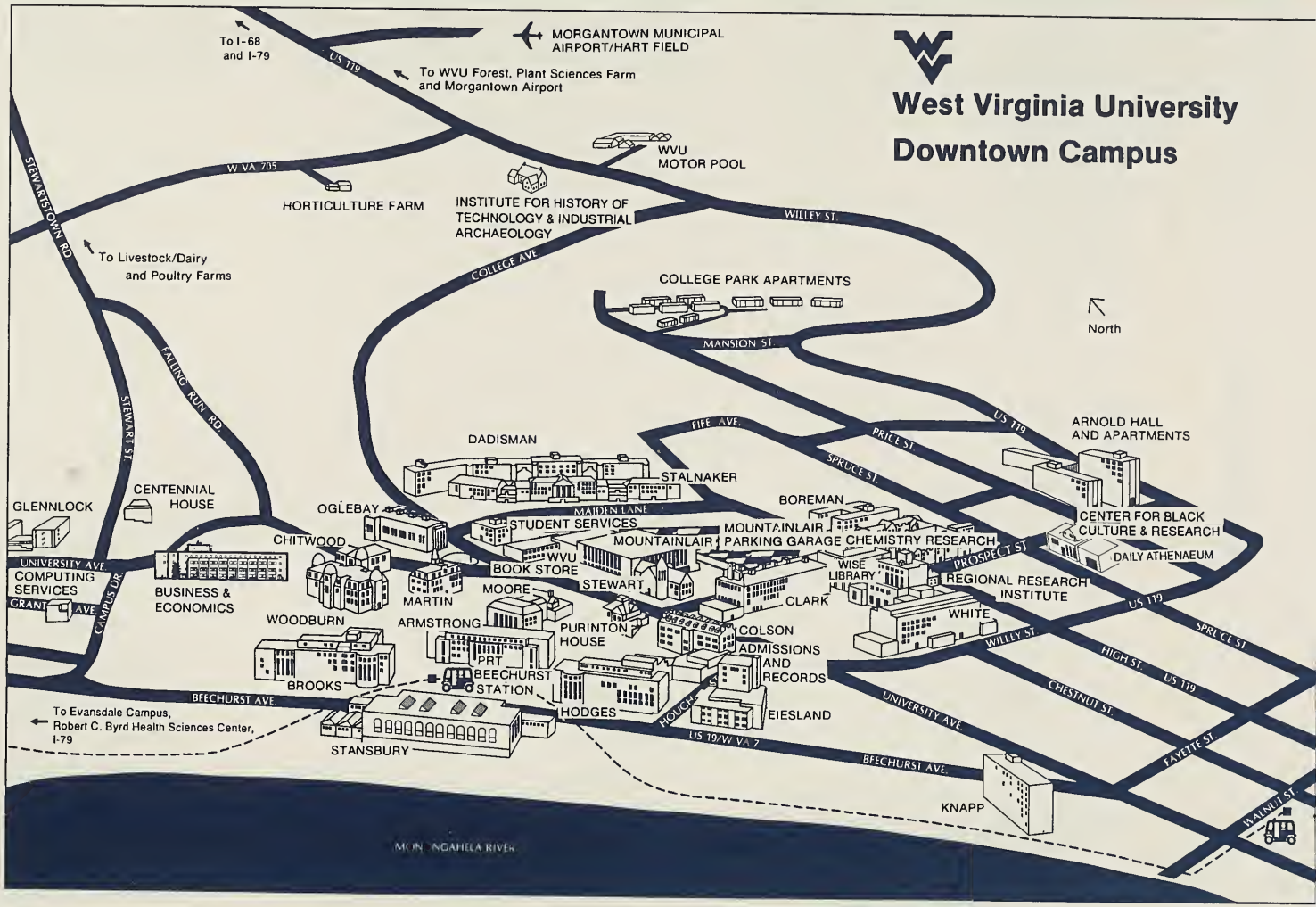
Wednesday, Thursday, Friday, January 3, 4, 5	New Student Orientation
Friday, January 5	General Registration
Monday, January 8	First Day of Classes
Monday, January 8	Late Registration Fee in Effect for All Students
Friday, January 12	Last Day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit
Monday, January 15	Martin Luther King's Birthday Recess
Wednesday, February 7 (Not a Holiday)	West Virginia University Day
Friday, February 23	Mid-Semester
Tuesday, February 27	Mid-Semester Reports Due
Saturday, March 2 through Sunday March 10	Spring Recess
Friday, March 22	Last Day to Drop a Class
Thursday, April 4	Passover (Day of Special Concern)
Friday, April 5	Friday Before Easter Recess
Thursday, April 25	Last Day to Withdraw from University
Friday, April 26	Last Day of Classes
Monday, April 29 through Saturday, May 4	Final Examination Week
Monday, May 6	Grade Reports for All Graduates Due in Dean's Office
Tuesday, May 7	Dean's Report on Graduates Due in Admissions and Records
Saturday, May 11	Alumni Day
Sunday, May 12	Commencement

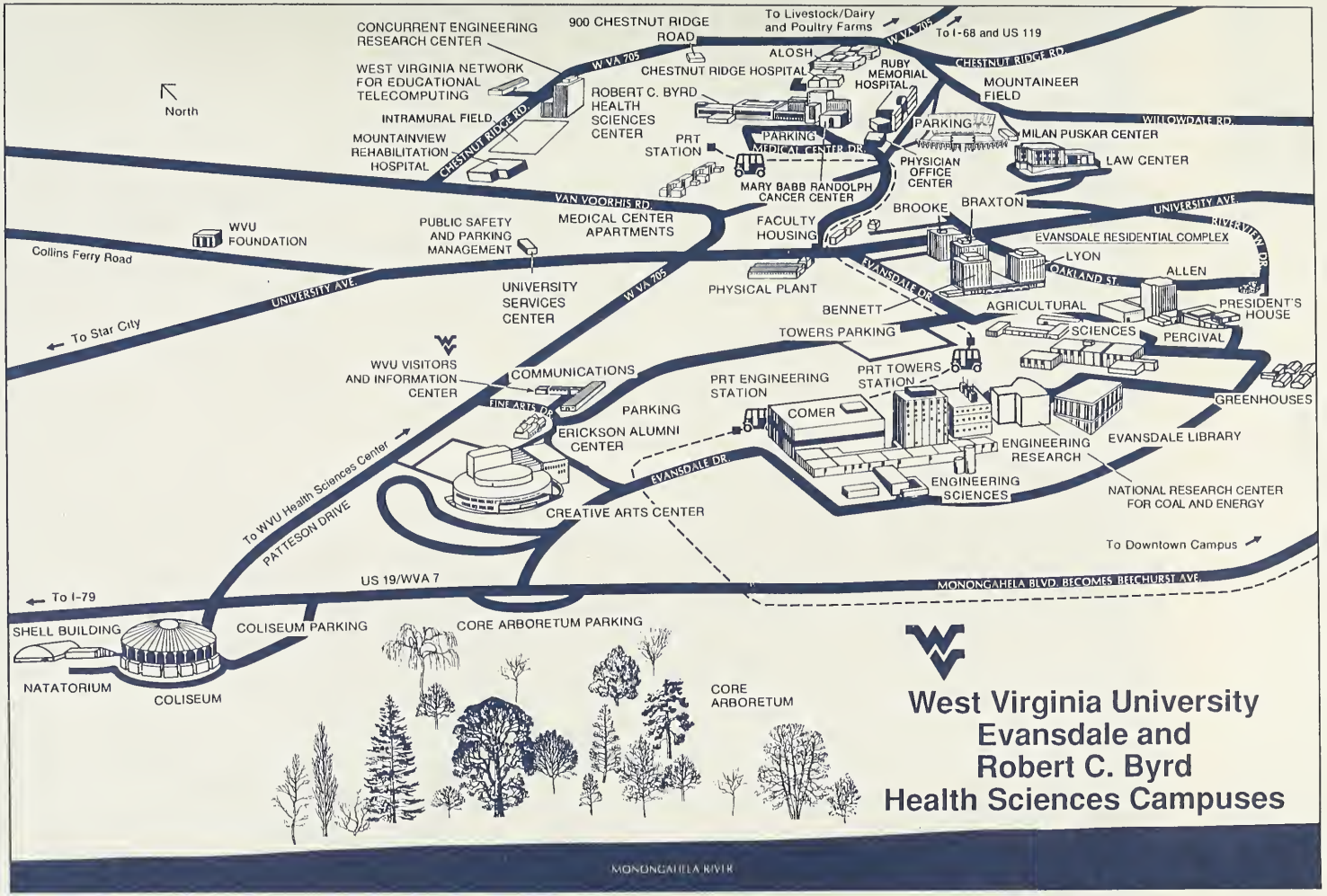
1996 SUMMER SESSION I

Monday, May 20	Registration
Monday, May 20	First Day of Classes
Tuesday, May 21	Late Registration Fee in Effect for First Six-Week Session for All Students
Thursday, May 23	Last Day to Register for First Six-Week Session and Last Day to Add Courses or Make Section Changes in First Six-Week Session
Monday, May 27	Memorial Day Recess
Friday, June 14	Last Day to Drop a Class for First Six-Week Session
Wednesday, June 26	Last Day to Withdraw for First Six-Week Session
Thursday, June 27	Last Day of Classes for First Six-Week Session
Friday, June 28	Final Exam for First Six-Week Session

1996 SUMMER SESSION II

Monday, July 1 ..... Registration
Monday, July 1 ..... First Day of Classes
Tuesday, July 2 ..... Late Registration Fee in Effect for Second Six-Week Session for All Students
Thursday, July 4 ..... Independence Day Recess
Friday, July 5 ..... Last Day to Register for Second Six-Week Session and Last Day to Add Courses or Make Section Changes in Second Six-Week Session
Friday, July 26 ..... Last Day to Drop a Class for Second Six-Week Session
Wednesday, August 7 ..... Last Day to Withdraw for Second Six-Week Session
Thursday, August 8 ..... Last Day of Classes for Second Six-Week Session
Friday, August 9 ..... Final Exam for Second Six-Week Session
Friday, August 16 ..... Degree Conferring Date (No Ceremonies)


West Virginia University
Downtown Campus
To I-68
and I-79
US 119
MORGANTOWN MUNICIPAL
AIRPORT/HART FIELD
To WVU Forest, Plant Sciences Farm
and Morgantown Airport
WVU
MOTOR POOL
W VA 705
HORTICULTURE FARM
INSTITUTE FOR HISTORY OF
TECHNOLOGY & INDUSTRIAL
ARCHAEOLOGY
WILLEY ST.
STEWARTSTOWN RD
To Livestock/Dairy
and Poultry Farms
COLLEGE AVE.
COLLEGE PARK APARTMENTS
MANSION ST.
North
FALLING RUN RD
STEWART ST.
FIFE AVE.
PRICE ST.
SPRUCE ST.
US 119
ARNOLD HALL
AND APARTMENTS
DADISMAN
STALNAKER
MAIDEN LANE
BOREMAN
CENTER FOR BLACK
CULTURE & RESEARCH
GLENNLOCK
CENTENNIAL
HOUSE
OGLEBAY
STUDENT SERVICES
MOUNTAINLAIR
MOUNTAINLAIR
PARKING GARAGE
CHEMISTRY RESEARCH
PROSPECT ST
DAILY ATHENAEUM
CHITWOOD
WVU
BOOK STORE
STEWART
WISE
LIBRARY
REGIONAL RESEARCH
INSTITUTE
UNIVERSITY AVE
COMPUTING
SERVICES
GRANT AVE
CAMPUS DR
BUSINESS &
ECONOMICS
MARTIN
MOORE
CLARK
WHITE
WOODBURN
ARMSTRONG
PURINTON
HOUSE
COLSON
ADMISSIONS
AND
RECORDS
PRT
BEECHURST
STATION
BROOKS
HODGES
HOUGH
EIESLAND
BEECHURST AVE
To Evansdale Campus,
Robert C. Byrd Health Sciences Center,
I-79
STANSBURY
US 19/W VA 7
BEECHURST AVE.
KNAPP
MONONGAHELA RIVER
WILLEY ST.
HIGH ST.
US 119
SPRUCE ST.
CHESTNUT ST.
UNIVERSITY AVE
FAYETTE ST.
WALNUT ST.


CONCURRENT ENGINEERING RESEARCH CENTER
900 CHESTNUT RIDGE ROAD
To Livestock/Dairy and Poultry Farms
To I-68 and US 119
WEST VIRGINIA NETWORK FOR EDUCATIONAL TELECOMPUTING
ALOSH
RUBY MEMORIAL HOSPITAL
CHESTNUT RIDGE HOSPITAL
MOUNTAINEER FIELD
North
INTRAMURAL FIELD
ROBERT C. BYRD HEALTH SCIENCES CENTER
PARKING
MILAN PUSKAR CENTER
MOUNTAINVIEW REHABILITATION HOSPITAL
PRT STATION
PARKING
MEDICAL CENTER DR.
PHYSICIAN OFFICE CENTER
LAW CENTER
MARY BABB RANDOLPH CANCER CENTER
VAN VOORHIS RD.
BROOKE
BRAXTON
WVU FOUNDATION
PUBLIC SAFETY AND PARKING MANAGEMENT
MEDICAL CENTER APARTMENTS
FACULTY HOUSING
EVANSDALE RESIDENTIAL COMPLEX
Collins Ferry Road
LYON
OAKLAND ST.
ALLEN
UNIVERSITY SERVICES CENTER
PHYSICAL PLANT
BENNETT
AGRICULTURAL SCIENCES
PRESIDENT'S HOUSE
To Star City
TOWERS PARKING
PERCIVAL
WVU VISITORS AND INFORMATION CENTER
COMMUNICATIONS
PRT ENGINEERING STATION
PRT TOWERS STATION
GREENHOUSES
FINE ARTS DR.
PARKING
COMER
ERICKSON ALUMNI CENTER
ENGINEERING RESEARCH
EVANSDALE LIBRARY
To WVU Health Sciences Center
PATTESON DRIVE
EVANSDALE DR.
ENGINEERING SCIENCES
NATIONAL RESEARCH CENTER FOR COAL AND ENERGY
CREATIVE ARTS CENTER
To Downtown Campus
US 19/WVA 7
To I-79
SHELL BUILDING
COLISEUM PARKING
CORE ARBORETUM PARKING
NATATORIUM
COLISEUM
CORE ARBORETUM
MONONGAHELA RIVER
West Virginia University
Evansdale and
Robert C. Byrd
Health Sciences Campuses

12/93

Notes

beginning!

THE ~~END~~

JOHN A CUTHBERT
DIRECTOR/CHAIRPERSON/DEPT HEAD
PERMANENT ART COLLECTION *
COLSON HALL LIB
PO BOX 6464

John Stemple
WVU Mountaineer